

[Your Company Letterhead]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Salary Increase Notification

We are pleased to inform you that, effective [effective date], your salary will be increased to [new salary amount]. This increase reflects our recognition of your hard work, dedication, and contributions to [Company Name].

Your new salary will be reflected in your [next pay period's paycheck]. We appreciate your efforts and commitment to our team's success and look forward to your continued contributions.

Thank you for your exceptional performance and dedication. If you have any questions regarding this adjustment, please feel free to reach out to [HR Contact/Manager Name].

Congratulations, and keep up the great work!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]