[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

Congratulations on your performance over the past year. We are pleased to inform you that, based on your annual performance review, you have been granted a salary increase.

Your new compensation details are as follows:

- Current Annual Salary: $[Current Salary]
- Salary Increase Amount: $[Increase Amount]
- New Annual Salary: $[New Salary]
- Effective Date: [Date]

This increase reflects our appreciation for your hard work and your contributions to [Company Name]. We value your dedication and look forward to your continued success with the team.

If you have any questions regarding your new compensation package, please contact the Human Resources department.

Sincerely,

[Manager Name]
[Title]
[Company Name]