[Company Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Job Title]

Dear [Employee Name],

We are pleased to inform you that your base salary will be increased effective [Effective Date]. This increase is a direct result of your outstanding performance and contributions to the team over the past [Period].

Your new annual salary will be [New Salary Amount], which represents a [Percentage]% increase from your previous salary of [Old Salary Amount].

Specifically, we would like to recognize your work on [Project/Achievement Name] and your consistent ability to meet and exceed your performance goals. Your dedication and professional growth continue to be a valuable asset to [Company Name].

All other terms and conditions of your employment remain the same. If you have any questions regarding your new compensation package, please contact [Manager Name or HR Department].

Thank you for your hard work and commitment to our success.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]