[Current Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Salary Increase

Dear [Employee Name],

Following your recent performance review for the period of [Review Period], I am pleased to inform you that your annual base salary will be increased due to your strong contributions to [Company Name].

The details of your compensation adjustment are as follows:

- **Previous Salary:** $[Amount]
- **Increase Percentage:** [Percentage]%
- **New Salary:** $[Amount]
- **Effective Date:** [Date]

During your review, we specifically noted your achievements in [mention 1-2 key accomplishments]. This increase reflects our appreciation for your hard work and commitment to the team's success.

All other terms and conditions of your employment remain unchanged. Please keep this letter for your records.

Thank you for your continued dedication. We look forward to your future contributions.

Sincerely,

[Manager Name]
[Manager Title]
[Company Name]