[Company Name]
[Company Address]
[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Notification of Annual Salary Increment

Dear [Employee Name],

We would like to express our appreciation for your hard work and contributions to [Company Name] over the past year. Your dedication has played a significant role in our collective success.

As a result of your performance review and the annual year-end compensation adjustment, we are pleased to inform you that your salary has been increased.

The details of your increment are as follows:

- Current Base Salary: [Amount]
- New Base Salary: [Amount]
- Percentage Increase: [Percentage]%
- Effective Date: [Date]

All other terms and conditions of your employment contract remain unchanged. Your next salary payment will reflect this adjustment.

Thank you for your continued commitment to the company. We look forward to another successful year together.

Sincerely,

[Name]
[Title]
[Company Name]