[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Annual Salary Review Update

Dear [Employee Name],

As part of our annual performance and compensation review process, we have evaluated your contributions and market benchmarks for your role. We are pleased to inform you that your base salary will be increased.

The details of your salary adjustment are as follows:

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

This increase reflects our appreciation for your hard work and commitment to [Company Name]. Your performance over the past year has been a valuable asset to the team.

All other terms and conditions of your employment contract remain unchanged. Please keep this information confidential as per company policy.

Thank you for your continued dedication. We look forward to your ongoing success with us.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]