[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

I am pleased to inform you that, based on your exceptional performance and contributions to [Company Name] over the past year, your base salary has been increased.

Your annual salary will be increased from [Current Salary] to [New Salary], effective [Effective Date]. This represents a [Percentage]% increase.

This adjustment is a direct reflection of your hard work, specifically your achievements in [mention specific project or achievement]. We truly value your commitment to the team and your continued professional growth.

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to acknowledge your acceptance of this adjustment.

Congratulations on this well-deserved increase. We look forward to your continued success with us.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]

Acknowledgment:

I accept the salary enhancement as outlined above.

Signature: _____ Date: _____