[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Annual Salary Increase

Dear [Employee Name],

We are pleased to inform you that your annual salary has been reviewed in recognition of your performance and contributions over the past year.

Effective [Effective Date], your annual base salary will increase from [Old Salary] to [New Salary]. This represents a [Percentage]% increase.

Your new compensation will be reflected in your paycheck starting from the [Date] pay period. All other terms and conditions of your employment contract remain unchanged.

Thank you for your continued hard work and dedication to [Company Name]. We look forward to your future successes with the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]