[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Notification of Salary Increase

Dear [Employee Name],

I am pleased to inform you that your annual base salary will be increased due to your outstanding performance and significant contributions to [Company Name] over the past year.

Effective [Effective Date], your new annual salary will be [New Salary Amount]. This represents a [Percentage]% increase from your previous salary of [Old Salary Amount].

Your dedication to [mention a specific project or achievement] and your consistent ability to meet and exceed your goals have not gone unnoticed. We truly value your hard work and the positive impact you have on our team.

Thank you for your continued commitment to excellence. We look forward to your future successes with the company.

Sincerely,

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