[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

Subject: Performance Salary Adjustment - Fiscal Year [Year]

Congratulations on your performance during the [Year] fiscal year. Following your recent performance review, we are pleased to inform you that your compensation has been adjusted to reflect your contributions to [Company Name].

The details of your salary adjustment are as follows:

- Current Annual Salary: $[Amount]
- Performance Increase Percentage: [Percentage]%
- New Annual Salary: $[Amount]
- Effective Date: [Date]

Your hard work and dedication have played a significant role in our success this year. We appreciate your commitment to excellence and look forward to your continued growth within the company.

If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Manager Signature]
[Manager Name]
[Job Title]