[Current Date]

[Employee Name]
[Employee Job Title]
[Department]

Subject: Notification of Salary Increase

Dear [Employee Name],

Following your recent performance evaluation for the period of [Review Period], I am pleased to inform you that your base salary will be increased due to your strong performance and contributions to [Company Name].

Your annual salary will be increased from [Current Salary] to [New Salary], representing a [Percentage]% increase. This change will be effective as of [Effective Date] and will be reflected in your paycheck starting on [Pay Date].

During your evaluation, we specifically noted your achievements in [Specific Achievement or Skill]. Your dedication to the team and your commitment to excellence continue to be highly valued.

Thank you for your hard work and continued success with the company.

Best regards,

[Manager Name]
[Manager Title]
[Company Name]