

[Current Date]

[Employee Name]

[Employee ID]

[Job Title]

[Department]

Subject: Notification of Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that your annual base salary has been increased to \$[New Salary Amount], effective [Effective Date].

This adjustment is a result of a formal review of your recent accomplishments. Specifically, this increase recognizes:

- **Merit:** Your consistent high performance, dedication, and significant contributions to the [Department Name] team over the past year.
- **Educational Attainment:** Your successful completion of [Name of Degree/Certification] from [Institution Name].

The acquisition of this advanced qualification, combined with your strong work ethic, provides additional value to our organization. We appreciate your commitment to professional development and your continued excellence in your role.

Your new salary will be reflected in the paycheck issued on [Pay Date]. All other terms and conditions of your employment remain unchanged.

Congratulations on your achievements and thank you for your hard work.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]