

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Completion Bonus and Salary Adjustment

Dear [Employee Name],

On behalf of [Company Name], I would like to congratulate you on the successful completion of [Project Name]. Your dedication and hard work were instrumental in achieving our project goals.

As outlined in your project retention agreement dated [Date of Agreement], you are eligible for the following rewards based on your continued service and project success:

- **Completion Bonus:** A one-time gross payment of \$[Amount], payable on [Date].
- **Salary Adjustment:** Effective [Date], your annual base salary will be increased to \$[New Salary Amount].

This adjustment reflects our appreciation for your specialized skills and our desire to retain your talent within the organization for future initiatives.

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to Human Resources by [Deadline Date] to acknowledge your receipt of this notification.

Thank you for your ongoing contributions to [Company Name].

Sincerely,

[Signature]

[Name of Manager/HR Director]

[Title]

Acknowledgment:

I, [Employee Name], accept the terms of the salary adjustment and bonus as stated above.

Signature: _____ Date: _____