

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Annual Hourly Rate Increase

Dear [Employee Name],

We are pleased to inform you that following your annual performance review and a cost-of-living adjustment, your hourly pay rate will be increased.

Your compensation details have been updated as follows:

- **Current Hourly Rate:** \$[Current Rate]
- **New Hourly Rate:** \$[New Rate]
- **Effective Date:** [Date]

This increase will be reflected in your paycheck issued on [Pay Date]. All other terms and conditions of your employment contract remain unchanged.

We would like to take this opportunity to thank you for your continued hard work and dedication to [Company Name]. Your contributions are greatly valued.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

[Company Name]