[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

We are pleased to provide you with the details of your compensation adjustment for the upcoming year, effective [Effective Date]. This adjustment reflects your contributions and performance over the past year.

Your updated compensation details are as follows:

- **Previous Annual Base Salary:** $[Amount]
- **Salary Increase Amount:** $[Amount]
- **New Annual Base Salary:** $[Amount]
- **Incentive/Bonus Payment (if applicable):** $[Amount]

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

Thank you for your continued hard work and dedication to [Company Name]. If you have any questions regarding your compensation package, please contact the Human Resources department.

Sincerely,

[Sender Name]
[Title]
Human Resources Department
[Company Name]