

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Notification of Salary Increase

Dear [Employee Name],

We are pleased to inform you that your annual base salary will be increased as a result of [reason, e.g., your recent performance review / an annual cost-of-living adjustment].

Effective [Date], your new salary will be [New Amount] per [year/month/hour]. This represents a [Percentage]% increase from your previous salary of [Old Amount].

You will see this change reflected in your paycheck starting [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]. We value your contributions to the team and look forward to your future success with us.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]