

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Salary Adjustment Notification

Dear [Employee Name],

Following your annual performance review for the period of [Year], I am pleased to inform you that your base salary will be adjusted to reflect your contributions and professional growth over the past year.

Effective [Effective Date], your annual salary will increase from \$[Old Salary] to \$[New Salary]. This represents an increase of [Percentage]%. This adjustment will be reflected in your paycheck starting [Date of First Paycheck].

We appreciate your dedication to the team and your continued commitment to [Company Name]. Your hard work has played a significant role in our success this year.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]