[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that your annual base salary has been adjusted as a result of [reason, e.g., your recent performance review / a cost-of-living adjustment / your promotion to [Job Title]].

Your new compensation details are as follows:

- Previous Salary: [Amount]
- New Salary: [Amount]
- Percentage Increase: [Percentage]%
- Effective Date: [Date]

This adjustment will be reflected in your paycheck starting from the [Date] pay period. All other terms and conditions of your employment contract remain unchanged.

We would like to take this opportunity to thank you for your continued contributions and dedication to [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]