

Confidential Salary Increase Notification

Strictly Private & Confidential

Date: June 20, 2024

To:

[Employee Name]

[Employee Position]

[Department]

Subject: Notification of Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that, based on your exemplary performance and contributions to the team, your salary will be increased effective [Effective Date].

The details of your revised compensation are as follows:

- **Current Salary:** [Current Salary Amount]
- **New Salary:** [New Salary Amount]
- **Effective Date:** [Effective Date]

This adjustment reflects our recognition of your ongoing commitment and achievements, and we look forward to your continued success at [Company Name].

Kindly note that this information is confidential and should not be disclosed to others.

Should you have any questions regarding your revised compensation, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Important Notes:

- This notification is confidential and intended solely for the recipient.
- Salary details should not be discussed with colleagues to maintain workplace harmony.
- All information in this document is for official use and must be handled securely.
- Any questions regarding this salary adjustment should be directed to HR or your manager.

