

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State ZIP]

Date: [Month Day, Year]

[Employee Name]

[Job Title]

[Department]

Subject: Salary Increase Notification

Dear [Employee Name],

We are pleased to inform you that, in recognition of your valuable contributions and consistent performance, your salary will be increased effective [Effective Date]. This decision reflects our appreciation of your dedication and your positive impact on the company.

As of the effective date, your new gross annual salary will be **[New Salary Amount]** ([New Salary Currency]), payable in accordance with the company's standard payroll schedule.

We trust that this increase will motivate you to continue your excellent work. If you have any questions, please feel free to contact the Human Resources Department.

Once again, thank you for your hard work and commitment to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

- This letter serves as formal notification of a salary change and should be issued by authorized personnel.
- Be sure to specify the effective date and new salary details clearly.
- Retain a signed copy of this letter for both employer and employee records.
- Customize content as necessary to match your company's policies and practices.