[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee’s Name]

[Employee’s Address]

[City, State, ZIP Code]

**Subject: Notice of Salary Increase**

Dear [Employee’s Name],

We are pleased to inform you that your salary will be increased as part of our recognition of your contributions to [Company Name]. This adjustment reflects our appreciation for your hard work, dedication, and the value you bring to our organization.

**Effective Date of Increase**: [Date]

**New Annual/Monthly/Hourly Salary**: $[**New Salary Amount**]

Your updated salary will be reflected starting with your [next payroll cycle/pay period beginning on [Date]]. This adjustment is aligned with [performance reviews, company policies, market adjustments, etc.] and recognizes your ongoing commitment to excellence in your role as [Job Title].

We value your contributions to the success of our team and look forward to your continued growth with [Company Name]. Should you have any questions about this adjustment, please feel free to contact [Manager/Supervisor Name] or [HR Contact Name] at [Contact Email/Phone Number].

Thank you for your dedication and hard work.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................