



[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

Subject: Salary Increment

I am pleased to inform you that, after careful consideration of your performance and contributions to the company, we have decided to increase your salary effective [Effective Date].

Your new salary will be [New Salary], reflecting [Percentage Increase] increase from your current salary of [Current Salary]. This adjustment is a testament to the value you bring to our organization and your dedication to achieving our collective goals.

We recognize your hard work, commitment, and achievements, and this salary increment is a reflection of our appreciation for your efforts. We are confident that you will continue to excel in your role and contribute positively to the success of our company.

Please feel free to reach out if you have any questions or need further clarification regarding your salary increment.

Once again, congratulations on your well-deserved salary increase.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]