



[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

Subject: Salary Increment

I am delighted to inform you that, following a comprehensive review 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 a [Percentage Increase] increase from your current salary of [Current Salary]. This adjustment reflects our acknowledgment of your hard work, dedication, and valuable contributions to our team and organization.

Your continued commitment and exceptional performance have not gone unnoticed, and we believe this salary increment is well-deserved. We are confident that you will continue to thrive in your role and contribute significantly to the success of our company.

Should you have any questions or require further clarification regarding your salary increment, please do not hesitate to contact me.

Congratulations once again on this achievement, and thank you for your continued dedication to our company.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]