**Salary Increase Letter**

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| --- | --- |
| [Employee Name] | [Company Letterhead] |
| [Employee Job Title] | [Company Name] |
| [Employee Department] | [Company Address] |
|  | [City, State, Zip Code] |
|  | [Date] |

Dear [Employee Name],

We are pleased to inform you that after a thorough review of your performance and contributions to the team, the company has decided to increase your salary in recognition of your hard work and dedication.

Effective from [date], your new annual gross salary will be [new salary amount]. This represents a [percentage] increase over your current salary, reflecting the high level of professionalism and commitment you have consistently demonstrated.

The decision to increase your salary was made in consideration of your exceptional performance, the value you bring to the [employee’s department] team, and our desire to ensure that our compensation remains competitive within the industry.

Please note that this salary increase is confidential and should not be discussed with other employees.

We are confident that you will continue to perform with the same level of excellence and commitment. Please sign and return the enclosed copy of this letter as an acknowledgment of your acceptance of this new salary.

Thank you for your continued contributions to [Company Name]. We look forward to your ongoing success in your role.

Sincerely,

[Your Name]

[Your Job Title]

Handwritten Signature

