

Friendly and informal email regarding compensation revision

Subject: Your Updated Compensation

Hi [Employee Name],

Great news! We have updated your compensation package starting [Effective Date]. Your new salary is [New Salary], reflecting your hard work and contributions. Keep up the fantastic work!

Cheers,

[Manager Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/compensation-revision-letter>