

Formal Salary Increase Confirmation Letter

Dear [Employee Name],

We are pleased to confirm that your salary has been increased to [New Salary Amount] per [Month/Year], effective from [Effective Date].

This adjustment reflects our appreciation of your contributions and performance in your role as [Position].

Please reach out to the HR department for any questions regarding payroll or benefits related to this change.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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