

Salary Increase Or Raise Notification Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Salary Increase/Raise Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you about a positive development in my employment with [Company/Organization Name]. After careful consideration and evaluation of my contributions to the company and my performance, I am delighted to inform you that I have been granted a salary increase/raise.

I want to express my sincere gratitude for the opportunity to work at [Company/Organization Name] and for the support and encouragement provided by the entire team. I truly value the work I do here and remain committed to contributing my best to the growth and success of the organization.

The salary increase/raise will be effective from [Effective Date]. The new salary details are as follows:

Previous Salary: \$[Previous Salary]

New Salary: \$[New Salary]

I am aware of the responsibilities that come with this salary increase/raise, and I am determined to

continue to perform at a high level and exceed expectations. I look forward to taking on new challenges and contributing further to the achievements of our team and the company as a whole. I am open to discussing any additional expectations or responsibilities that may accompany this salary increase/raise, and I am confident that I can meet and exceed these expectations.

Once again, thank you for recognizing my efforts and contributions. I am excited about the future possibilities and opportunities this increase brings. Please feel free to contact me if you have any further questions or require any additional information.

Thank you for your continued support and consideration.

Sincerely,

[Your Name]