Formal salary increase notification

Subject: Notification of Salary Increase

Dear [Employee Name],

I am pleased to inform you that, effective [date], your annual salary will be increased from [current salary] to [new salary]. This adjustment reflects your consistent performance, dedication, and contributions to the companyâ€™s success.

We value your efforts and are confident that this increase will further motivate you in your role.

Please note that this change will be reflected in your upcoming payroll cycle.

Congratulations once again, and thank you for your continued commitment.

Sincerely,

[Manager Name]

[Position]

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