

Provisional salary increase letter

Subject: Conditional Salary Increase

Dear [Employee Name],

We are pleased to inform you that we have approved a provisional salary increase for you, effective [date]. Your new salary will be [new salary]. However, this raise is subject to a six-month review, during which your performance, attendance, and project outcomes will be carefully assessed.

If all conditions are met successfully, this salary adjustment will remain permanent. Otherwise, the raise may be reconsidered.

We trust that you will continue to demonstrate the same commitment that has earned you this opportunity.

Best regards,

[HR Manager Name]

[Position]

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