

Official salary raise notification

Subject: Salary Adjustment Notification

Dear [Employee Name],

This letter serves as official notification that your salary has been increased, effective [date]. Your new annual salary will be [new salary]. This adjustment comes as part of our annual compensation review process and reflects both your individual contributions and the company's overall performance.

Please review the updated terms in your employee portal. Should you have any questions, kindly contact the Human Resources Department.

We thank you for your dedication and look forward to your continued success.

Sincerely,

[Authorized Signatory]

[Designation]

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