Preliminary salary raise email

Subject: Preliminary Notification of Salary Adjustment

Dear [Employee Name],

We are pleased to share with you that management has recommended a salary increase for you. The final approval process is currently underway, and once confirmed, your salary will be adjusted to [new salary], effective [date].

This preliminary notification is provided so you are aware of the intended changes. You will receive a formal confirmation once all approvals have been completed.

Sincerely,

[HR Representative]

[Company Name]

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