

# Salary Increase Letter to Employee Sample

[Employer's Name]

[Employer's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

**Subject: Salary Increase Notification**

**Dear [Employee's Name],**

I am pleased to inform you that, following our recent performance review and considering your exceptional contributions to [Company Name], we have decided to increase your salary.

## **Summary of Contributions:**

- **Project Excellence:** Your work on [specific project] has significantly contributed to [specific outcome].
- **Leadership and Initiative:** Your proactive approach and leadership in [specific task or project] have been exemplary.
- **Customer Satisfaction:** Your dedication to maintaining high levels of customer satisfaction has not gone unnoticed.

## **New Salary Details:**

Current Salary	New Salary	Effective Date
[\$Current Salary]	[\$New Salary]	[Effective Date]

We appreciate your hard work and dedication to [Company Name]. We believe this adjustment not only reflects your current contributions but also your potential for future growth within the company.

Thank you for your continued commitment and exceptional performance. We look forward to your ongoing contributions.

Sincerely,

[Employer's Signature]

[Employer's Name]