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]**