

# Salary Increase Confirmation

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Employee Name]  
[Employee Position]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that, effective [Effective Date], your salary will be increased from [Current Salary] to [New Salary]. This increase reflects our recognition of your hard work and contributions to the team.

We appreciate your commitment and look forward to your continued success at [Company Name].

If you have any questions regarding this change, please feel free to reach out.

Congratulations, and thank you for your dedication.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]