

# Employee Salary Update Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your salary has been updated effective [Insert Effective Date]. The new salary details are as follows:

- Previous Salary: [Insert Previous Salary]
- New Salary: [Insert New Salary]
- Reason for Update: [Insert Reason]

We appreciate your hard work and dedication to the company. Should you have any questions regarding this update, please feel free to reach out to the HR department.

Thank you for your continued contribution to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]