

# Salary Change Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to formally inform you of a change to your salary. Effective [Effective Date], your new salary will be [New Salary Amount] per [hour/year]. This change reflects [reason for the salary change such as performance, promotion, cost of living adjustments, etc.].

Please feel free to reach out to HR if you have any questions regarding this change.

Thank you for your hard work and dedication to [Company Name]. We look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]