

# Salary Change Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a change in your salary effective [Insert Effective Date]. After a thorough review of your performance and contributions to the company, we are pleased to announce an adjustment to your salary.

Your new salary will be [Insert New Salary], representing an increase of [Insert Amount or Percentage]. We believe this adjustment reflects your hard work and the value you bring to our team.

If you have any questions regarding this change, please feel free to reach out to [Insert Contact Person/HR Department].

Thank you for your continued dedication and commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]