

Salary Revision Announcement

Dear [Employee's Name],

We are pleased to inform you that, after a thorough review of your performance and contributions to [Company Name], we have decided to revise your salary.

Your new salary will be effective from [Effective Date] and will be [New Salary Amount]. This revision reflects our appreciation for your hard work and dedication.

If you have any questions, please feel free to reach out to [HR Contact Information].

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

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]