

Notification of Salary Increase Discussion

Dear [Employee's Name],

We would like to inform you that a discussion regarding your salary increase will take place on [Date] at [Time]. The meeting will be held in [Location/Platform].

This discussion is an opportunity to recognize your contributions and performance over the past year, as well as to address any questions or concerns you may have.

Please feel free to prepare any points you wish to discuss during the meeting. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]