

# Salary Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a salary adjustment effective [insert effective date]. After a thorough review of your performance and contributions to [Company Name], we are pleased to announce an increase in your salary.

Your new salary will be [insert new salary amount] per [hour/month/year], which reflects our recognition of your hard work and dedication to the organization.

If you have any questions regarding this adjustment, please do not hesitate to reach out to [HR/Your Manager's Name].

Thank you for your continued commitment and contributions to [Company Name]. We look forward to your ongoing success with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]