

Salary Review Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you about the upcoming salary review process taking into consideration your performance, workload, and changes in responsibilities over the past year.

As you know, your role has evolved significantly. In addition to your primary responsibilities, you have taken on additional tasks such as [list specific tasks or projects], which have contributed greatly to our team's success. Your dedication and hard work have not gone unnoticed.

We would like to invite you for a discussion regarding your current salary and the potential adjustment to reflect your increased workload and contributions. Please let us know your availability for a meeting in the coming weeks to discuss this matter further.

Thank you for your continued commitment and contributions to our team. We look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]