

# Salary Review Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Salary Review and Performance Evaluation

Dear [Employee Name],

As part of our ongoing commitment to recognize and reward the contributions of our team members, we are conducting a salary review for your role as [Employee Job Title]. We'd like to take this opportunity to highlight your recent skillset enhancements and certifications that have positively impacted our projects and overall team performance.

## Skillset Enhancements

Your continuous learning and dedication are evident in your recent mastery of the following technologies:

- [Skill/Technology 1]
- [Skill/Technology 2]
- [Skill/Technology 3]

## Certifications

We also acknowledge your achievement in obtaining the following certifications:

- [Certification 1]
- [Certification 2]

## Impact on Team and Projects

Your enhancements in skills and certifications have been instrumental in:

- [Impact Description 1]
- [Impact Description 2]

Given your significant contributions, we will be reviewing your current salary to ensure it reflects your value in our organization. We appreciate your hard work and dedication to continuous improvement.

Please feel free to reach out if you have any questions or wish to discuss this further.

Best Regards,

[Manager Name]

[Manager Job Title]

[Company Name]