

# Salary Review Proposal

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Salary Review and Bonus Proposal

Dear [Employee's Name],

I hope this message finds you well. As part of our regular salary review process, I would like to take this opportunity to discuss your performance and contributions to our projects over the past year.

Your work on [Project Name], particularly in achieving [specific milestone], has significantly propelled our team's success. In recognition of your hard work and dedication, I am proposing a review of your current salary and the introduction of a bonus structure tied to project milestones.

Proposed Bonuses:

- Achievement of [Milestone 1]: [Bonus Amount]
- Completion of [Milestone 2]: [Bonus Amount]
- Successful delivery of [Project Name]: [Bonus Amount]

I believe this structure will not only reward you for your performance but also motivate you and your team to reach further milestones in our projects.

Let's schedule a meeting to discuss this proposal in more detail. Please let me know your availability for the next week.

Thank you for your dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]