

Annual Earnings Review

Date: **[Date]**

Employee Name: **[Employee Name]**

Employee ID: **[Employee ID]**

Department: **[Department]**

Dear **[Employee Name]**,

We are pleased to inform you that your annual earnings review has been completed. Based on your performance over the past year and our assessment of your contributions to the team, we would like to discuss adjustments to your compensation.

Your current salary is **[Current Salary]**, and after careful consideration, we propose an adjustment to **[Proposed Salary]**, effective **[Effective Date]**.

We appreciate your hard work and dedication, and we believe this change reflects your value to the organization. Please feel free to reach out to discuss any questions or concerns you may have regarding your review.

Thank you for your continued efforts and contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]