

Annual Salary Increase Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your annual salary has been reviewed and you will be receiving a salary increase effective [Insert Effective Date].

Your new salary will be [Insert New Salary], which reflects our appreciation of your hard work and dedication to [Company Name].

Thank you for your continued commitment to excellence.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]