

Annual Wage Adjustment Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We are pleased to inform you that your annual wage adjustment has been reviewed and approved. Effective [Insert Effective Date], your new salary will be [Insert New Salary Amount].

This adjustment reflects our appreciation for your contributions to the team and the company's ongoing commitment to provide competitive compensation. Your hard work and dedication have not gone unnoticed.

If you have any questions regarding this adjustment, please feel free to reach out to [Insert HR Contact Information].

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]