

Salary Adjustment Announcement

Dear [Employee's Name],

We are pleased to inform you that effective [Effective Date], your salary will be adjusted to [New Salary Amount]. This adjustment reflects our recognition of your hard work and contributions to the team.

We appreciate your dedication and commitment to [Company Name], and we are confident that you will continue to excel in your role.

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

Congratulations, and thank you for your continued contributions!

Sincerely,

[Your Name]

[Your Position]

[Company Name]