

# Salary Review Results

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Dear [Employee Name],

We are pleased to inform you that following our recent salary review process, your compensation has been evaluated. After careful consideration of your contributions and performance over the past period, we are happy to convey the following results:

## New Salary Details

Previous Salary: [Insert Previous Salary]

New Salary: [Insert New Salary]

Effective Date: [Insert Effective Date]

Thank you for your dedication and hard work. Your contributions are invaluable to our team and we look forward to your continued success with [Company Name].

If you have any questions regarding this review, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]