

# Updated Salary Details

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your salary has been updated. Below are the details:

**Previous Salary:** [Previous Salary Amount]

**New Salary:** [New Salary Amount]

**Effective Date:** [Effective Date]

We appreciate your contributions to the company and look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]