

# Annual Pay Raise Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that after a comprehensive review of your performance and contributions to [Company Name], we have decided to grant you a pay raise effective [Effective Date].

Your new salary will be [New Salary Amount] per year, which reflects our appreciation for your hard work and dedication over the past year.

Thank you for your commitment to our team, and we look forward to your continued contributions in the coming year.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]