

Salary Discussion Outcome

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Outcome of Salary Discussion

Dear [Employee Name],

Thank you for taking the time to discuss your salary with us on [Insert Date of Discussion]. We appreciate your contributions to the team and understand your concerns regarding your compensation.

After careful consideration, we have decided to [insert outcome - e.g., "increase your salary by X%", "maintain your current salary", "provide a bonus", etc.]. This decision reflects our appreciation for your hard work and dedication.

Effective [Insert Date], your new salary will be [Insert New Salary Amount] per year/month. We believe this adjustment aligns with your performance and our commitment to retaining talented individuals like yourself.

If you have any further questions or concerns, please do not hesitate to reach out.

Thank you once again for your continued contributions to the team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]