

Response to Salary Negotiation Request

Dear [Employee's Name],

Thank you for your email regarding your salary review. We appreciate your contributions to our team and the value you bring to [Company Name].

After careful consideration and review of your request, we are pleased to offer you an adjustment to your salary. Effective [date], your new salary will be [new salary amount].

We believe this adjustment reflects your performance and aligns with industry standards. We hope this meets your expectations and reinforces our commitment to your growth within the company.

If you have any further questions or would like to discuss this matter further, please feel free to reach out.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]