

# Salary Increase Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Company: [Company Name]

Dear [Employee's Name],

We are pleased to inform you that following your exceptional performance and contributions to our team, your salary has been reviewed and will be increased to [New Salary Amount], effective [Effective Date].

The decision to grant this salary adjustment is based on your hard work, dedication, and the results you have achieved in your role. Your contributions have greatly benefited our organization, and we believe this increase reflects your value.

Additionally, we would like to conduct a credit evaluation to ensure that all financial responsibilities are managed efficiently and align with our corporate policies. This evaluation will take place on [Scheduled Date] and further details will be provided to you shortly.

We appreciate your continued commitment to [Company Name] and look forward to your ongoing contributions.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]