

Annual Salary Increase Proposal

Date: [Insert Date]

[Employee's Name]

[Employee's Position]

[Company Name]

Dear [Employee's Name],

After reviewing your performance and contributions over the past year, we would like to discuss a proposal for an annual salary increase. Your dedication and hard work have significantly impacted our team and the overall success of [Company Name].

Based on your accomplishments including [list specific achievements], we are proposing an increase of [percentage or amount] to your current salary. This adjustment reflects our appreciation for your contributions and our commitment to recognizing and rewarding outstanding performance.

We would like to schedule a meeting to further discuss this proposal and any questions you may have. Please let us know your availability in the coming days.

Thank you for your continued efforts and commitment to [Company Name]. We look forward to discussing your future with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]