

Salary Package Review Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Salary Package Review Following Performance Appraisal

Dear [Employee's Name],

We would like to thank you for your hard work and dedication over the past year. Following your recent performance appraisal, we have conducted a thorough review of your salary package to ensure that it reflects your contributions and aligns with company guidelines.

We are pleased to inform you that, effective [Effective Date], your new salary package will be as follows:

- Base Salary: [Insert New Base Salary]
- Bonuses: [Insert Details of Bonuses]
- Benefits: [Insert Benefits Details]
- Other Compensations: [Insert Any Additional Compensation Details]

We believe that this revised package accurately reflects your performance and the value you bring to our team. If you have any questions or would like to discuss this further, please feel free to reach out.

Thank you once again for your commitment and contributions to [Company Name].

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]