

Salary Negotiation Outcome

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Salary Negotiation Outcome - Annual Review

Dear [Employee's Name],

Thank you for your contributions to [Company Name] over the past year. We appreciate your hard work and dedication.

Following our recent discussions regarding your salary and performance, we would like to inform you of the outcome of this review:

Effective [Insert Effective Date], your new annual salary will be [Insert New Salary], reflecting your growth and contributions to our team.

We believe this adjustment represents our commitment to your professional growth and value within the company.

Thank you once again for your efforts. We look forward to another successful year together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]