

Salary Negotiation Outcome

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Outcome of Salary Negotiation for Internal Transfer

Dear [Employee Name],

Thank you for discussing your recent internal transfer and salary negotiation with us. We appreciate your continued contributions to [Company Name] and your interest in taking on new challenges within the organization.

After careful consideration, we are pleased to inform you that your new salary for the position of [New Position] will be [New Salary Amount]. This new package reflects your skills, experience, and the value you bring to our team.

Your new role will commence on [Start Date], and we are excited to see how you will thrive in your new position. Please feel free to reach out if you have any questions or require further clarification.

Congratulations once again, and we look forward to your continued success at [Company Name]!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]