

Salary Negotiation Outcome

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Merit Increase Outcome

Dear [Employee Name],

Thank you for your recent discussion regarding your salary review and the merit increase request. After careful consideration of your contributions to the team and overall performance, I am pleased to inform you of the following outcome:

Effective [Insert Effective Date], your annual salary will be adjusted to [Insert New Salary Amount], reflecting a [Insert Percentage Increase]% increase. This adjustment recognizes your hard work, commitment, and the value you bring to our organization.

We appreciate your efforts and look forward to your continued growth in your role. Should you have any questions or would like to discuss this further, please feel free to reach out.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Contact Information]