

Salary Negotiation Outcome

Dear [Employee's Name],

We appreciate your contributions to the team and the additional responsibilities you have taken on. After careful consideration of your request for a salary adjustment, we are pleased to inform you of the following outcome:

Your new salary will be [new salary amount], effective [effective date]. This adjustment reflects the increased responsibilities and the value you bring to our organization.

We believe this new salary aligns with industry standards and acknowledges your efforts. We are excited to continue our work together and look forward to your ongoing success in your new role.

If you have any questions or would like to discuss this further, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]