

Salary Change Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a change in your salary, effective [Insert Effective Date]. After careful consideration and performance evaluation, we have decided to adjust your salary to [Insert New Salary Amount].

Your new salary reflects the value you bring to our team and the contribution you've made to [Company Name]. We appreciate your hard work and dedication.

Should you have any questions regarding this change, please feel free to reach out.

Thank you for your continued commitment to your role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]