

Employee Compensation Increase Approval

Date: [Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are pleased to inform you that your request for a salary increase has been approved. After careful consideration of your performance and contributions to the team, the following adjustments will be made to your compensation:

Current Salary: [Current Salary]

New Salary: [New Salary]

Effective Date: [Effective Date]

Your hard work and dedication have not gone unnoticed. We appreciate your commitment to excellence and look forward to your continued contributions to our organization.

Should you have any questions regarding this increase, please do not hesitate to reach out.

Congratulations on this well-deserved recognition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]