

Employee Pay Raise Authorization

Date: **[Insert Date]**

To: **[Employee's Name]**
[Employee's Position]
[Company Name]

Dear [Employee's Name],

We are pleased to inform you that, effective **[Effective Date]**, your salary will be increased to **[New Salary]** per [hour/week/month/year]. This decision has been made in recognition of your contributions to the company and your ongoing commitment to excellence.

The decision was made after a thorough review of your performance, achievements, and market benchmarks. Your hard work and dedication are greatly valued, and we believe that this raise reflects your significant contributions to our team.

Please feel free to reach out if you have any questions or would like to discuss this further. We look forward to your continued success at [Company Name].

Sincerely,

[Your Name]
[Your Position]
[Company Name]