

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that after a thorough review of your performance and contributions to [Company Name], we have decided to adjust your pay scale. Effective [Effective Date], your new salary will be [New Salary Amount] per [hour/year].

This adjustment reflects our commitment to recognizing the hard work and dedication you have demonstrated in your role as [Employee's Job Title]. We appreciate your efforts and are excited to see your continued growth within our organization.

Please feel free to reach out to [Supervisor's Name or HR Contact] if you have any questions or require further clarification regarding this adjustment.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]