

# Salary Adjustment Approval

**Date:** [Insert Date]

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

**Position:** [Employee's Position]

**Department:** [Department Name]

Dear [Employee's Name],

We are pleased to inform you that your salary adjustment has been approved, effective [Effective Date]. This decision was made in recognition of your hard work and contributions to the team.

Your new salary will be [New Salary Amount]. Please feel free to reach out to HR if you have any questions regarding this adjustment.

Thank you for your continued dedication and commitment to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]