

Wage Increase Confirmation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Insert Employee Name],

We are pleased to inform you that, effective [Insert Effective Date], your hourly wage/salary will be increased to [Insert New Wage/Salary]. This decision reflects our recognition of your hard work and contributions to [Company Name].

Your new compensation will be reflected in your upcoming paycheck. Please don't hesitate to reach out to HR if you have any questions regarding this change.

Thank you for your continued commitment to [Company Name]. We look forward to your ongoing contributions!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]