

Annual Executive Pay Increase Announcement

Date: [Insert Date]

Dear [Executive's Name],

We are pleased to inform you that, following the annual review of executive compensation, the Board of Directors has approved an increase in your salary as part of our commitment to reward your exceptional leadership and contributions to [Company Name].

Your new annual salary will be [New Salary Amount], effective [Effective Date]. This adjustment reflects our appreciation for your hard work and dedication, as well as the positive impact you have had on our organization's growth and success over the past year.

Thank you for your ongoing commitment to excellence. We look forward to another successful year ahead.

Sincerely,

[Your Name]

[Your Title]

[Company Name]