

Salary Adjustment Notification

Date: [Insert Date]

[Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee 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 salary to better reflect your valuable work.

Your new salary will be [New Salary Amount], effective [Effective Date]. This adjustment is a recognition of your hard work, dedication, and the significant impact you have made on our team this year.

We appreciate your efforts and look forward to your continued success within the company. Should you have any questions regarding this adjustment, please do not hesitate to reach out.

Thank you for your outstanding service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]