

Subject: Pay Raise Eligibility Communication

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you about the upcoming review of pay raise eligibility for our team members. As part of our commitment to recognizing and rewarding the hard work and dedication of our employees, we will be conducting evaluations at the end of this quarter.

Please take note of the following points regarding the process:

- Eligibility Criteria: [list eligibility criteria]
- Review Period: [start date] to [end date]
- Assessment Meetings: [date and time]

If you have any questions or if you would like to discuss your performance further, please do not hesitate to reach out.

Thank you for your continued contributions to our team.

Best regards,
[Your Name]
[Your Position]
[Company Name]