

Pay Scale Revision Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that, in recognition of your loyalty and dedication to [Company Name], a revision of your pay scale will be effective from [Effective Date]. This decision reflects our appreciation for your hard work and commitment to our goals.

Your new salary will be [New Salary Amount], which will be reflected in your [Next Pay Period] paycheck. We believe that this adjustment acknowledges your contributions and encourages your continued excellence.

Thank you for being a valuable member of our team. If you have any questions regarding this change, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]