

Salary Adjustment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name / Position]

Subject: Salary Adjustment Notification

Dear [Employee's Name],

We are pleased to inform you of a salary adjustment in recognition of your outstanding contributions to [Company Name] over the past year. Your dedication, hard work, and professionalism truly set a benchmark for excellence within our team.

Effective [Effective Date], your new salary will be [New Salary Amount]. We believe this adjustment reflects your talent and commitment, and we look forward to your continued success and growth with the company.

Thank you for your hard work and dedication. Congratulations on your well-deserved recognition!

Sincerely,

[Your Name]

[Your Position]

[Company Name]