

Salary Review Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Salary Review Following Performance Feedback

Dear [Employee's Name],

I hope this message finds you well. I would like to take a moment to congratulate you on your outstanding performance over the past year. Your dedication, hard work, and commitment to excellence have not gone unnoticed.

In light of your positive annual performance feedback, I am pleased to inform you that we will be reviewing your salary. We believe that your contributions are invaluable to our team, and it is important to recognize your efforts accordingly.

We will be conducting a thorough review of your current salary and making adjustments as appropriate. Our HR department will be in touch with you soon to discuss the details of this review.

Thank you for your continued commitment to our organization. We look forward to your ongoing success and contributions.

Best regards,

[Your Name]

[Your Position]

[Company Name]