

SALARY INCREASE NOTICE

Subject: Notice of Salary Increase

Dear ,

We are pleased to inform you that, after careful consideration of your dedication, hard work, and contributions to the success of , we have decided to increase your salary.

Effective , your new salary will be per . This increase reflects our recognition of your valuable efforts and commitment to excellence in your role during the past year.

We appreciate your continued dedication to and look forward to your ongoing contributions to our team.

Sincerely,