

[Date]

[Your first and last names]

[Company street address]

[Company phone number or your work phone number]

[Your company email address]

[Employee's first and last names]

[Optional: employee's job title or department]

[Employee's street address]

Dear [Employee's first name]:

This letter confirms that upon review, your salary has been increased from [amount] to [amount] per [time period]. Your salary increase is effective as of [date] and the increased pay will appear in your paycheck starting [date].

[Write one to three paragraphs regarding the reason for the raise and your expectations.]

Congratulations on your well-deserved salary increase. We are pleased to award you this salary raise in gratitude for your continued hard work on behalf of our company. Thank you for your loyalty and professional excellence.

Best wishes,

[Your name]