

[Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Date]

[Employee Name]

[Employee Position]

[Department]

Dear [Employee Name],

We are pleased to inform you of your annual salary adjustment, effective [Effective Date]. This adjustment reflects our appreciation for your hard work, dedication, and contributions to [Company Name] over the past year.

Your new annual base salary will be [New Salary Amount] ([New Salary Amount in Words]) per year.

Please note that this salary adjustment will be reflected in your paycheck beginning on [First Paycheck Date].

If you have any questions about this adjustment, please feel free to contact the Human Resources department.

Thank you for your continued commitment to [Company Name].

Sincerely,

[Manager's Name]

[Manager's Title]