

Employee Pay Increase Notification

Date:

[Insert Date]

To:

[Employee Name]

[Employee Position]

[Department]

Subject:

Notification of Pay Increase

Dear [Employee Name],

We are pleased to inform you that, effective [Effective Date], your salary will be increased from [Current Salary] to [New Salary] per [year/month/hour]. This adjustment reflects your valuable contributions and continued dedication to our organization.

Please direct any questions regarding this change to [Manager/Supervisor Name] or the Human Resources Department.

Thank you for your hard work and commitment.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]