

Company Name
Company Address Line 1
Company Address Line 2

Date: _____

Employee Name
Employee Designation
Department
Employee Address

Subject: Annual Salary Revision Letter

Dear [Employee Name],

We are pleased to inform you that as part of our annual performance review process, your salary has been revised effective from [Effective Date]. This revision reflects your contributions and commitment to the organization over the past year.

Your revised annual gross salary will now be **[Revised Salary Amount]** per annum.

All other terms and conditions of your employment remain unchanged. We congratulate you on your performance and look forward to your continued growth and success with us.

Yours sincerely,

[Authorized Signatory Name]
[Designation]
For [Company Name]