

Date: [Insert Date]

[Employee Name]

[Employee Position]

[Department]

Dear [Employee Name],

We would like to thank you for your continued dedication and valuable contributions to [Company Name].

As part of our annual salary review process, we have carefully considered your performance and overall impact to the team. We are pleased to inform you of the outcome of this year's review:

Your new annual salary will be: [Insert New Salary Amount], effective [Effective Date].

This adjustment reflects our recognition of your achievements over the past year. We look forward to your continued growth and success at [Company Name].

If you have any questions regarding your salary review outcome, please do not hesitate to contact the Human Resources department.

Sincerely,

[Manager Name]

[Manager Position]

[Company Name]

This letter is for your records and should be kept confidential.