

# Salary increase letter template

Company name:

Company address:

Date:

Hey [Employee's Name],

I wanted to share some great news regarding the salary increase that was discussed. The whole management team has given it the green light as a way to show our gratitude for your hard work and dedication to the company over the past XX years/months.

We genuinely feel lucky to have you on our team, and we all agree that you've had a positive impact on our business performance. So, after careful consideration, I'm thrilled to let you know that:

- Your salary will be increased to [new salary].
- This change will take effect on [date].
- It's a XX increase compared to your previous salary.

We believe this raise accurately reflects the valuable work you do for us, and we hope it encourages you to take on more exciting projects with the company.

If you have any concerns or questions about the increase, please book a call with your line manager or our HR team.

Warm Regards,

[Your Name]

[Your Position]

[Company Name]

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