Salary Increase Letter Templates

**Employee Name:**

Designation:

Department:

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mr/Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I would like to confirm the promised rise in your monthly salary as we discussed. With this rise, your annual gross salary is raised from**[$\_\_\_\_\_\_\_\_]to[$\_\_\_\_\_\_\_\_\_\_]**.Congratulations on this well-deserved rise. Now, yoursalarywillbeofficiallyupdatedon**date: \_\_\_\_\_\_\_\_\_\_**. You can see these changes in the system after the said date.

Furthermore, I have attachedyournewemploymentcontractwiththeupdatedsalary.Pleasereadit,signitand send it back to us. This should not be later than **date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Once again, I would like to thankyouforallyourhardwork.Our management and staff are both verypleasedwithyourperformanceand commitment. We appreciate your efforts and achievements and wish you all the best.

**Regards,**

**You Name:**