

# SALARY INCREASE LETTER

From:

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To:

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## **Subject: Notification of Salary Increase**

Dear Employee,

We are pleased to inform you that, in recognition of your dedication, hard work, and contributions to our company, your salary will be increased effective immediately. The decision has been made after thorough consideration and reflects our commitment to your professional growth and satisfaction.

Your new salary will be reflective of your current role and responsibilities and is intended to fairly compensate your valuable work. The details of your salary increase are as follows:

- Previous Salary: \_\_\_\_\_

- New Salary: \_\_\_\_\_

- Effective Date: \_\_\_\_\_

Please note that this adjustment will be reflected in your upcoming pay period. Should you have any questions or require further clarification, please feel free to contact the Human Resources department.

We appreciate your ongoing efforts and look forward to your continued contributions to the success of our organization.

Sincerely,

**Authorized Signature**

**Employee Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Disclosure:

This letter constitutes a formal notification of your salary increase and is governed by the laws of the United States. It does not constitute a contract guaranteeing future salary adjustments or employment. Any disputes arising herefrom shall be resolved in accordance with applicable law.

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