

PAY INCREASE LETTER

Employee Name: _____

Employee ID: _____

Position/Title: _____

Dear Employee,

Subject: Notification of Pay Increase

We are pleased to inform you that based on your performance and contributions to the Company, your base salary will be increased. This letter outlines the terms and conditions of your pay increase.

Effective Date

Your new salary rate will be effective as of the date mutually acknowledged in this letter. This increase will be reflected in your subsequent pay cycles thereafter.

New Salary

Your new annual salary will be \$_____, payable in accordance with the Company's usual payroll schedule and subject to applicable taxes and withholdings.

No Change to Other Terms

Except as expressly modified by this letter, all other terms and conditions of your employment, including but not limited to benefits, duties, and obligations, remain unchanged and in full force.

Acknowledgment and Acceptance

Please indicate your acceptance of this pay increase and the terms herein by signing and returning a copy of this letter to the Human Resources Department within five (5) business days.

At-Will Employment

Nothing in this letter shall be construed as a contract of employment for any specific duration. Your employment with the Company remains at-will, which means that either you or the Company may terminate the employment relationship at any time, with or without cause or notice.

Governing Law

This letter and the agreements contained herein shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of laws principles.

Entire Agreement

This letter constitutes the entire agreement between you and the Company concerning the subject matter herein and supersedes all prior understandings or agreements, whether written or oral.

Contact

If you have any questions regarding this pay increase or any other employment matters, please contact the Human Resources Department.

Sincerely,

EMPLOYER REPRESENTATIVE

EMPLOYEE

Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Date: _____

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