**SALARY INCREASE LETTER**

March 22, 20XX

Benjamin Vorhies

1432 Maplewood Science Park

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benjamin.vorhies@maplewoodlabs.com

Louis Ortega-Martinez

Clinical research associate

987 Grove Park Lane

Dear Louis,

This letter confirms that upon review, your salary has been increased from $58,000 per year to $59,950 per year. Your salary increase is effective as of April 1, and the increased pay will appear in your paycheck starting April 15.

As discussed during Friday's meeting, we're granting this salary increase due to your success in exceeding all of your department goals for the last two quarters. Additionally, your dedication to teamwork has led to several significant improvements in our workplace processes, allowing our department to expand its services since you joined our team last year.

Your work on our current research project shows great promise, and we're grateful to have someone with your knowledge and level of professionalism working for our company. The reports you submit for each project milestone are among the most thorough on your team.

Congratulations on your well-deserved salary increase. We are pleased to award you this salary raise in gratitude for your continued hard work on behalf of our company. Thank you for your loyalty and professional excellence.

Best wishes,

Benjamin Vorhies