**LETTER TEMPLATE  
SALARY INCREASE LETTER FROM HR**

**[Hiring Manager’s Name]**  
**[Company Name]**

Subject line: Your new salary

Hi **[Employee name],**

As discussed, you’ll be getting a **[00%]** increase in your salary. This brings your annual gross salary from **[$00,000]** to **[$00,000]**. Your salary will be officially updated on **[00/00/0000]** so you’ll see the boost on your **[month]** paycheck.

Please pass by my office to sign your updated contract by end of this week. If you’re unable to come, I’ll send you the new contract via email and you can print it, sign it, and scan it to send back to me.

Thank you for all your hard work. **[Company name]** appreciates your efforts and achievements so far. This pay raise is well-deserved.

Keep it up!

Kind Regards,

**[Your name]**

**[Signature]**