**SALARY INCREASE REQUEST APPROVAL LETTER**

August 2, 20XX

Dear Annie,

Thank you for submitting a salary increase request. After reviewing your request, and as per our ongoing discussions, we are pleased to inform you that your salary increase has been approved!

We are glad to acknowledge your efforts and your latest achievements at Router Games including your contribution to our highest grossing game.

Your talent and dedication at Router Games should be rewarded and we will be increasing your annual salary from $75,000 to $95,000 effective September 2, 20XX.

Congratulations on your hard-earned success at Router Games!

Sincerely,

Edith