**GENEREIC SALARY INCREASE LETTER**

August 2, 20XX

Dear Annie,

This letter is to inform you that based on your performance review, you are now eligible for a salary increase.

As per the conversations with your manager, you have shown dedication and hard work in your position as **[position title]**. Due to your strong work ethic, high dependability, and exceeding yearly goals - we are pleased to inform you that your new annual base salary is now $95,000 instead of your previous salary of $75,000.

Congratulations on your accomplishments with Roberts & Swindell! We look forward to your future successes!

Sincerely,

Kristi