**LETTER TEMPLATE  
SALARY INCREASE LETTER**

**[Employee’s Name]**

**[Department Name]**

**[Date]**

**[Manager’s Name]**

**[Company Name]**

Subject line: Your new salary

Hi **[Employee name]**,

I’d like to confirm the **[00%]** salary increase we discussed. 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.

I’ve attached your new employment contract with the updated salary – please read it, sign it, and send it to HR, or please pass by HR’s office to sign your updated contract by end of this week.

Thank you for all your hard work. As your manager, I’m very pleased with your performance and commitment and **[Company name]** appreciates your efforts and achievements so far. This pay raise is well-deserved.

Keep it up!

**[Your name]**

**[Signature]**