**COST OF LIVING SALARY INCREASE APPROVED**

August 2, 20XX

Dear Annie,

We are pleased to inform you that effective September 2, 20XX, your annual salary will increase from $75,000 to $95,000.

As a company, we understand that the rising cost of living in New York is an undue burden on our employees. We value the work you do for our company and feel it is our responsibility to periodically monitor changes in those costs. As per the company policy, we’ve incremented your salary by 9% to reflect recent changes in the cost of living.

On behalf of Mucci Holman, thank you for your continued dedication and hard work.

Sincerely,

Geoffrey