Salary Increase Letter Templates

**Employee Name:**

Designation:

Department:

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mr/Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I would like to confirm the promised rise in your monthly salary as we discussed. With this rise, your annual gross salary is raised from **[$\_\_\_\_\_\_\_\_] to [$\_\_\_\_\_\_\_\_\_\_]**. Congratulations on this well-deserved rise. Now, your salary will be officially updated on **date: \_\_\_\_\_\_\_\_\_\_**. You can see these changes in the system after the said date.

Furthermore, I have attached your new employment contract with the updated salary. Please read it, sign it and send it back to us. This should not be later than **date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Once again, I would like to thank you for all your hard work. Our management and staff are both very pleased with your performance and commitment. We appreciate your efforts and achievements and wish you all the best.

**Regards,**

**You Name:**

Job Title or Designation,