**Salary Increase Letter**

*A salary increase letter is sent to employees to formally inform them of a rise in their salary.*

[Date]

Dear [Employee],

We are writing to formally inform you that as of [date], your salary will increase by [increase], from [old salary] to [new salary]. You will see this take effect on your [month] pay check.

All other terms of your employment will remain the same. [Please find attached an updated version of your employment contract] [Return signed and dated by \_\_\_\_\_\_].

[This is well-deserved. Congratulations and thank you for all your hard work. We really appreciate your contribution to our company’s success.]

Please don’t hesitate to get in touch if you have any questions.

Kind regards,