Formal Salary Increase Confirmation Letter

Dear [Employee Name],
We are pleased to confirm that your salary has been increased to [New Salary Amount] per
[Month/Year], effective from [Effective Date].
This adjustment reflects our appreciation of your contributions and performance in your role as
[Position].
Please reach out to the HR department for any questions regarding payroll or benefits related to this
change.
Sincerely,
[Manager Name]
[Title]

Get more templates here:

[Company Name]

 $\underline{https://www.lettersandtemplates.com/letters/salary-increase-confirmation-letter}$