**[Company Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am pleased to notify you that the management has granted a salary raise to you. As discussed in our meeting with you last week, the increment is 5%. Therefore, with effect from May, you will receive $86,700/-. While your base salary has been increased, the medical coverage, fuel reimbursement and other benefits remain the same. You will receive a copy of these details from the HR department.

This raise has been approved by the management considering your hard work and efficiency. The company acknowledges your contributions towards our overall annual sales goals. You have also been appreciated for accomplishing the ABC project. The success of this assignment has contributed greatly to the profits we gained last year through our sales. Your salary increment is, therefore, a well-deserved reward. You are expected to continue making valuable contributions by working efficiently.

Once again, congratulations to you. The company encourages you to keep up the hard work. The future holds many more rewards for you if you keep proving your mettle

Sincerely,

[Your Name]