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Date: 16/Aug/2016

Mr. Imran,

We would like to gladly inform you that your salary will be increased. Your new salary shall be 20000.

This increase is the result of your continuous contribution to the success of this company. We recognize your efforts and would like to reward you for that. We also hope this will encourage you to perform even better; there is always room for improvement.

Thank you for your commitment and dedication. Keep up the good work.