[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

I am pleased to inform you that, as part of our annual review process, you will receive an annual salary increment. This increment is a reflection of your continued commitment and contribution to [Company Name].

Effective [Effective Date], your new annual salary will be [New Salary]. We appreciate your hard work and dedication, and we believe this increase is well-deserved.

If you have any questions or need more information regarding this annual increment, please reach out to [HR Manager's Name] in the HR department.

Thank you for your ongoing dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]