[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, after careful consideration, your request for a salary increment has been approved. Your dedication, hard work, and contributions to [Company Name] have not gone unnoticed.

Effective [Effective Date], your new salary will be [New Salary]. This increase reflects our commitment to recognizing and rewarding outstanding performance. We value your continued dedication to the success of our company.

Once again, congratulations on your well-deserved salary increment. If you have any questions or need further clarification, please feel free to reach out to [HR Manager's Name] in the HR department.

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]