**Explore California**

**1234 Ventura Highway**

[First Name] [Last Name]

[Title]

[Department]

RE: Salary Increase for 2020

Dear [First Name],

We are pleased to announce that, due to an awesome year of sales, we will be increasing everyone’s salary by 5% beginning with the first payroll of January, 2020.

Keep up the great work!

Sincerely,

Donovan Jarvis, CEO