A blue airplane with white text

Description automatically generated

Employee Name Here,

As you know we have recently concluded our Q4 appraisals. I am pleased to inform you that due to your exceptional performance we are offering a salary increase of 10%.

By enabling Macros on this document, it will be confirmed that you’ve read this, and the necessary information tied to your workstation will be automatically sent to HR so they can work on drafting your updated contract of employment, along with the confirmation of the salary increase letter, which will be sent over in 3-5 business days.

We would like to take this opportunity to thank you for your continued dedication and hard work that helps RAKMS climb onward to becoming the most efficient and loved Skyport in the country. We believe that by identifying hard-working team members and rewarding them for their work, we can create a supportive and motivating working environment where everyone is rewarded and recognized for the things they are great at.

If you have any questions or concerns, you are welcome to reply to this email directly.

We look forward to many more years of work with you.

Aviation Regards,

NAME HERE  
TITLE