Salary Hike Increment Letter

ABC Inc.

# Dear Alice Jones,

We are pleased to inform you that you have been awarded a salary hike increment of 15% effective from July 1, 2024. This is in recognition of your outstanding performance and contributions to the company in the past year.

Your new annual salary will be $69,000, which is an increase of $9,000 from your previous salary. You will also receive a bonus of $4,000, which will be paid to you in the next pay cycle.

We appreciate your hard work and dedication to ABC Inc. You have been a valuable member of our team and we look forward to your continued success.

Please sign and return the enclosed salary hike increment agreement by July 31, 2024. If you have any questions or concerns, please feel free to contact me or your supervisor.

# Sincerely,

Bob Lee

Human Resources Manager

ABC Inc.