

Subject line: Your new salary

Hi Jim,

I'd like to confirm the salary increase we discussed. This will bring your annual gross salary from \$60,000 to \$98,000. Your salary will be officially updated on *September 1st* so you'll see the boost on your *September* paycheck.

I've attached your new employment contract with the updated salary – please read it, sign it and send it to HR/ Please pass by HR's office to sign your updated contract by end of this week.

Thank you for all your hard work. As your manager, I'm very pleased with your performance and commitment and Tesla appreciates your efforts and achievements so far. This pay raise is well-deserved.

Keep it up!

Elon Musk, CEO