XYZ Company

Date: {Effective Date}

Subject: Salary Increment Notification

Dear {Employee Name},

We are pleased to inform you that based on your excellent performance and dedication, you have been granted a salary increment of {Increment Percentage}. Your new salary will be {New Salary}, effective from {Effective Date}.

We appreciate your contributions to the {Department} and look forward to your continued success in your role as {Position}.

Best regards,

HR Department