{Date}

[Employee’s Full Name]

[POSITION]

[DEPARTMENT]

**Re: Merit Increase**

Dear [NAME],

This letter is your official notification that effective [DATE], your base salary will increase from [OLD SALARY] to [NEW SALARY].

We are pleased to award this merit increase given your performance over the last review period, where the following were your notable achievements:

* [Insert reason accomplishment]
* [Insert reason accomplishment]
* [Insert reason accomplishment]

This is a well-deserved increase. We sincerely thank you for your hard work and your steadfast loyalty and commitment to our company’s success.

Sincerely,

[SIGNATURE]

{Name}

{Title}

[Organization Name]