<Date>

<Full Name>

<Title>

[Organization Name]

Dear <Insert Name>,

We are pleased to inform you that you will be receiving an increase of $<insert #>, equating to an annual salary of $<insert #>.

We thank you for your ongoing commitment to excellence at [Organization Name] and congratulate you on your outstanding performance.

All other terms of your original employment agreement remain unchanged and in force.

The increase in your salary will be effective as of <insert date>.

Sincerely,

<Name, Title, Position>