**Salary review letter when an increase is proposed**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

As you know, the Company recently undertook a review of salaries across all departments, and I am writing to inform you of the outcome of that review.

I am pleased to let you know we are in a position to implement salary increases. With effect from *[insert date]*, your salary will increase from £ *[insert amount]* per *[delete as appropriate – week/month/annum]* to £ *[insert amount]* per *[delete as appropriate – week/month/annum]*.

I would like to take this opportunity to thank you for your continued efforts in your service to the Company.

Yours sincerely,

*[Insert name]*

*[Insert job title]*