Salary review letter when no 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.

Unfortunately, we are not in a position to implement a salary increase for you at this time. I appreciate that this may not be good news for you, however, we have made this decision because *[delete as appropriate – insert relevant reasons e.g., the Company’s sales have not hit the required target for the previous five months].*

I would like to take this opportunity to thank you for your continued efforts in your service to the Company. A further review is planned to take place in *[insert time period].*

Yours sincerely,

*[Insert name]*

*[Insert job title]*