**Pay increase letter template | Workable**

**From the manager**

Subject line: Your new salary

Hi [*Employee\_name*],

I’d like to confirm the [*10%*] salary increase we discussed. This brings your annual gross salary from [*$70,000*] to [*$77,000*]. Your salary will be officially updated on [*September 1st*] so you’ll see the boost on your [*September*] paycheck.

[*I’ve attached your new employment contract with the updated salary – please read it, sign it and send it to HR/ Please pass by HR’s office to sign your updated contract by end of this week.*]

Thank you for all your hard work. As your manager, I’m very pleased with your performance and commitment and [*Company\_name*] appreciates your efforts and achievements so far. This pay raise is well-deserved.

Keep it up!

[*Your name*]

**From HR**

Subject line: Your new salary

Hi [*Employee\_name*],

As discussed, you’ll be getting a [*10%*] increase in your salary. This brings your annual gross salary from [*$70,000*] to [*$77,000*]. Your salary will be officially updated on [*September 1st*] so you’ll see the boost on your [*September*] paycheck.

Please pass by my office to sign your updated contract by end of this week. [*If you’re unable to come, I’ll send you the new contract via email and you can print it, sign it and scan it to send back to me.*]

Thank you for all your hard work. [*Company\_name*] appreciates your efforts and achievements so far. This pay raise is well-deserved.

Keep it up!

[*Your name*]