

# Salary Adjustment Letter for Annual Performance Review

Date: [Insert Date]

To,  
[Employee Name]  
[Employee Position]  
[Department]  
[Company Name]

Dear [Employee Name],

Following your recent annual performance review, we are pleased to inform you of an adjustment to your salary effective [Effective Date]. This adjustment is a reflection of your dedication, hard work, and significant contributions to [Company Name] over the past year.

Your new annual salary will be **[\$[New Salary Amount]**, increased from your previous salary of **[\$[Current Salary Amount]**. This adjustment has been made in recognition of your outstanding performance in the following areas:

- [Highlight Achievement #1]
- [Highlight Achievement #2]
- [Highlight Achievement #3]

We greatly appreciate your commitment to excellence and the positive impact you have made on your team and the organization as a whole. Your efforts have not gone unnoticed and play a crucial role in our ongoing success.

Should you have any questions regarding your new compensation or wish to discuss your professional development further, please feel free to reach out to [HR Contact Name/Manager Name] at [Contact Information].

Once again, thank you for your valuable contributions to [Company Name]. We look forward to your continued growth and success within our organization.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]