

[Date]

[Employee Name]  
[Employee Position/Title]  
[Department]  
[Company Name]

Dear [Employee Name],

I am writing to formally acknowledge and commend your exceptional contributions to [Company Name], particularly in light of the additional responsibilities you have undertaken. Your commitment, adaptability, and high standard of performance have not gone unnoticed.

As your role has evolved, you have assumed a broader range of duties, taking on [briefly describe new responsibilities or projects], and consistently demonstrating outstanding initiative and leadership. This expanded scope of work has greatly benefited the team and the organization as a whole.

In recognition of your increased workload, enhanced responsibilities, and the higher expectations associated with your role, we are pleased to inform you of an adjustment to your salary. Effective [date], your new annual salary will be [new salary amount]. This adjustment is a reflection of your valuable efforts and our commitment to fairly compensating you for your continued dedication and achievements.

Thank you once again for your significant contributions to our success. We look forward to your ongoing growth and accomplishments within the company. Should you have any questions regarding this adjustment or your new responsibilities, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Company Name]