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Salary increase letter template

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The letter of a salary increase serves as effective communication by reinforcing discussions between an employee and their manager, emphasizing positive contributions, and providing written documentation of the raise. This correspondence conveys employees feel valued and experience pride in their accomplishments, with these letters cherished for years. The critical factor lies within the manager's role in explaining why an employee is receiving a raise, the amount, and its impact on the new base salary. Focusing on strengths and contributions during discussions can motivate employees and encourage future improvements. Given the company's pay philosophy emphasizes merit-based raises, this salary increase letter serves as a formal notification of Rhonda Rodriguez's new base salary, effective January 1. The letter details her \$56,760.00 annual compensation, which will be adjusted based on deductions and other elections chosen with Human Resources.