**Merit Increase Letter**

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| --- | --- |
| [Employee Name] | [Company Letterhead] |
| [Employee Job Title] | [Company Name] |
| [Employee Department] | [Company Address] |
|  | [City, State, Zip Code] |
|  | [Date] |

**Subject: Merit-based salary increase notification**

Dear [Employee Name],

We are excited to inform you that, following a comprehensive evaluation of your exceptional performance, the company has decided to grant you a merit-based salary increase as a reflection of your dedication, hard work, and the unique value you consistently bring to the team.

Starting on [Date], your new annual gross salary will be [New salary amount], which represents a [Percentage] increase over your current salary. This merit increase recognizes your continued excellence in surpassing performance goals, your professionalism, and the meaningful impact you’ve had on [Employee’s Department/Team].

Your efforts have significantly contributed to our department’s success, and this raise is our way of recognizing your consistent ability to deliver at a high level. In addition, we are confident this adjustment aligns with both your personal achievements and the company’s compensation goals.

We look forward to seeing you continue to thrive in your role, and we’re certain your future contributions will only strengthen your value to the company. Kindly sign and return the attached copy of this letter as confirmation of your acceptance of this updated salary.

Thank you once again for your outstanding performance and ongoing commitment to [Company Name]. We’re excited about your future with us!

Best regards,

[Your Name]  
[Your Job Title]  
Handwritten Signature

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