

[Print on front of envelope or insert Address]

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name of employee>>

[Following the Company's annual salary review and] we have reviewed your salary  
and] I am pleased to confirm that your [wage] [salary] will be  
increased to £<<amount>>per <<hour>>

The next pay review will be on <<date>>

Thank you for your contribution over the past year.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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