

<<Company>> NOTICE OF COMPENSATION (SALARY) INCREASE

<<CurrentDate>>

<<ContractFirstName>> <<ContractLastName>>
<<ContractJobTitle>>

Re: <<Company>> Notice of Compensation Increase

Dear <<ContractFirstName>> <<ContractLastName>>:

<<Company>> is pleased to offer you an increase in compensation for the position you currently hold, <<ContractJobTitle>>, to << Insert Dollar Amount of Increase >>, annually. You will also be granted the following incentives and benefits:

<< List any standard or general benefits that the offer includes (health, vacation, etc.). >>

<< List any additional incentives, such as stock options, profit sharing, or other grants or

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