Mr. /Mrs. XYZ,

Job Designation…

Department Name…

Dear Mr. ABC,

It is my great pleasure to inform you that your salary has been increased. Your hard work and dedication are acknowledged. All the workers have performed exceptionally well in the last project which has given our company a huge leap forward.

In return, the company wants to offer a reward for a small incentive to boost the morale of the employees. Hence, salaries of all employees have increased with effect from this month.

Please keep up the good work.

Regards,

The manager…

Department Name…