Confirmation of Pay Increase Letter

[Date]

[Employee First Name] [Employee Surname]  
[Employee's Street Address]  
[Suburb] [State] [Postcode]

Dear [Employee First Name],

This letter is to confirm that upon review, your wages have been increased to [Amount] per [Time period], effective as of [Date].

[Insert information on the reason for pay increase]]

Congratulations and keep up the good work in making a significant contribution to the company.

Yours Sincerely,

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[Employer First Name] [Employer Surname]  
[Job Title]