

Sample Merit and Bonus Adjustment Letters

[EXAMPLE 1]

Dear {{ employee_first_name }},

I am happy to inform you of your {% if is_hourly %}hourly rate{% else %}annual base salary{% endif %} of {% if is_hourly %}{{ hourly_rate_after_merit }}{% else %}{{ new_salary }}{% endif %} that reflects an increase the amount of {{ merit_amount }} or {{ merit_percent }} of your base pay. The effective date of this increase is {{ salary_effective_date }}, and the increase will appear on the following payroll.

We are pleased to award this increase based on your performance over the last review period. You are important to {{ company.name }}, and we are investing in both you and the company with this increase.

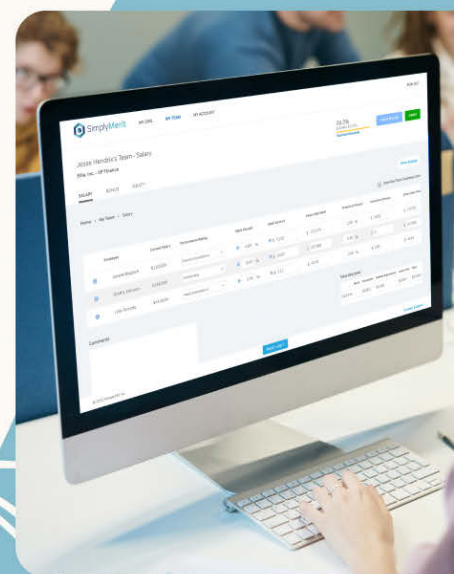
Sincerely,

{{ manager_first_name }} {{ manager_last_name }}

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Sample Merit and Bonus Adjustment Letters

[EXAMPLE 2]

Dear {{ employee_first_name }},

I am pleased to inform you that your salary is being increased as of {{ salary_effective_date }}.

You are being awarded a {{ merit_percent }} merit increase due to your excellent performance and valuable contributions to your department and to {{ company.name }}. Your new {% if is_hourly %}hourly rate{% else %}annual base salary{% endif %} will be {% if is_hourly %}{{hourly_rate_after_merit}}{% else %}{{new_salary}}{% endif %}.

Thank you for your contributions to {{ company.name }}.

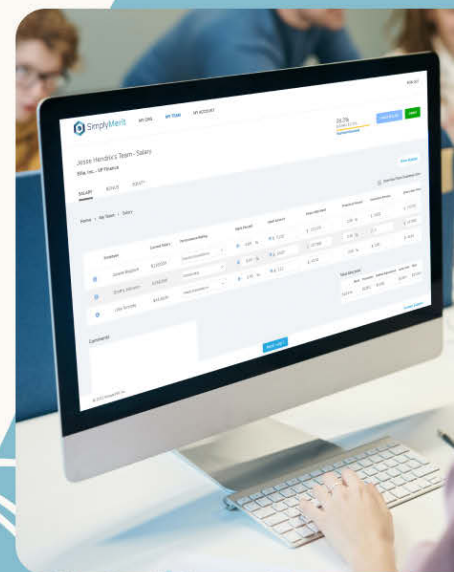
Sincerely,

{{ manager_first_name }} {{ manager_last_name }}

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[EXAMPLE 3]

Dear {{ employee_first_name }}.

This letter is your official notification that effective {{ salary_effective_date }}, your {% if is_hourly %}hourly rate{% else %}annual base salary{% endif %} will increase from {% if is_hourly %}{{ hourly_rate }} to {{ hourly_rate_after_merit }}{% else %}{{ current_salary }} to {{ new_salary }}{% endif %}.

You are receiving this salary increase because you accomplished the goals we had set for this year. Additionally, your contributions have notably increased due to your focus on continuing to develop your skills and talents within {{ company.name }}.

This is a well-deserved salary increase. I want to personally thank you for all of this, but also for your steadfast loyalty and commitment to {{ company.name }}'s success. It is appreciated.

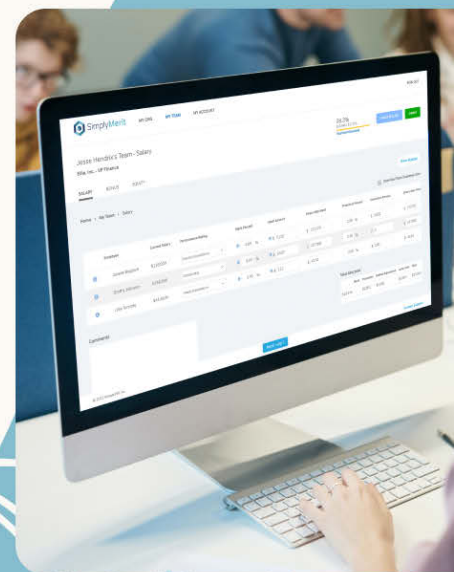
Regards,

{{ manager_first_name }} {{ manager_last_name }}

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Sample Merit and Bonus Adjustment Letters

[EXAMPLE 4]

We are happy to inform you that your {% if is_hourly %}hourly rate{% else %}salary{% endif %} will be increased by {{ merit_amount }} starting {{ salary_effective_date }}. Your new {% if is_hourly %}hourly rate{% else %}salary{% endif %} shall be {% if is_hourly %}{{ hourly_rate_after_merit }}{% else %}{{ new_salary }}{% endif %}.

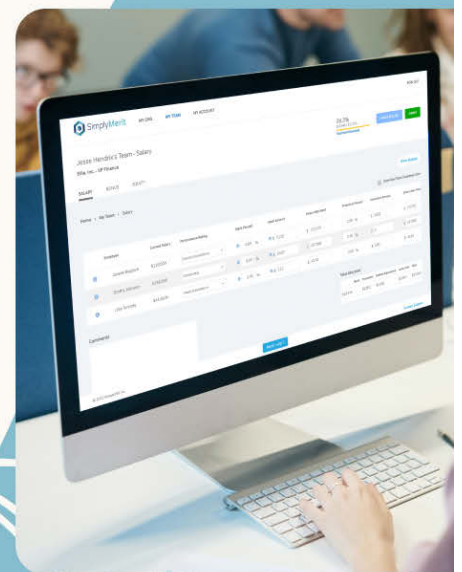
This increase is the result of your continuous contribution to the success of this company. We recognize your efforts and would like to reward you for that. We also hope this will encourage you to perform even better; there is always room for improvement.

Thank you for your commitment and dedication. Keep up the good work.

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[EXAMPLE 5]

Congratulations, {{ employee_first_name }}!

As a result of a proactive review of your compensation, {{ company.name }} has determined that your continued contributions and recent achievements warranted a change to your base salary. The result of your salary review is that {% if is_hourly %}hourly rate{% else %}salary{% endif %} will be increased by {{ merit_amount }}. The changes will be implemented on the first paycheck following {{ salary_effective_date }}.

Your previous base salary earnings/wage: {% if is_hourly %}{{ hourly_rate }}% else %}{{ current_salary}}% endif %}

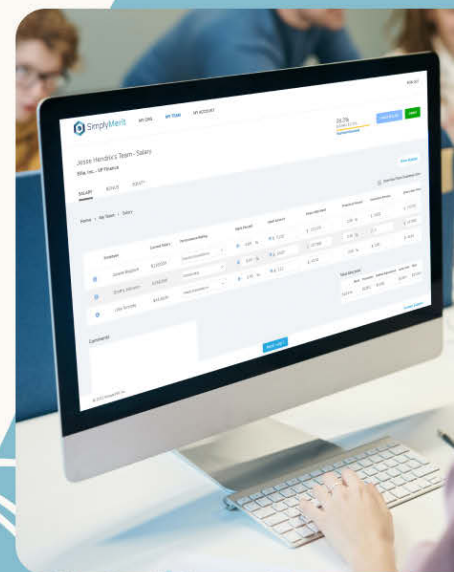
Your new salary/wage as of {{ salary_effective_date }}: {% if is_hourly %}{{ hourly_rate_after_merit }}% else %}{{ new_salary}}% endif %}

We would like to thank you for your continued contributions. Your work at {{ company.name }} is greatly appreciated, and we wish you continued success.

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Sample Merit and Bonus Adjustment Letters

[EXAMPLE 6]

Dear {{ employee_first_name }},

I am pleased to notify you that you have earned a merit increase in the amount of {{ merit_amount }}. The effective date of this increase is {{ salary_effective_date }}.

This recognition is based on your outstanding job performance and accomplishments over the last review period. We appreciate your ongoing commitment to {{ company.name }}'s success.

Regards,

{{ manager_first_name }} {{ manager_last_name }}

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