Date

**Pay Increase – Confirmation**

Dear Name,

This letter is to confirm that upon review, your wages have been increased from $XX,000 to $XX,000 plus superannuation, effective from Date. This increase to your base salary represents value for your work so far and in recognition of the value you will provide this financial year in your new role.

We thank you for your steadfast loyalty and commitment to the business and have no doubt you will continue to contribute significantly into the future. We are extremely grateful for the role you play in living and embracing the values and behaviours of the business, as well as the commitment you show in being an active member of the team. To this end, we ask that this increase remains confidential between yourself and I.

Congratulations and keep up the great work Name.

Yours sincerely,

Manager Name

Company Name