[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**[**Following the Company's annual discretionary pay review, we have reviewed your salary and**]** I am pleased to confirm that with effect from [***insert date***] yoursalary will be increased to £[***insert amount***] per [***hour/week/annum***].

**[**The next pay review will be on [***insert date***].**]**

We would like to take this opportunity to thank you for your contribution over the past year.

Yours sincerely

[***Insert Name and Job Title***]

[***Insert name and address of recipient***]

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