

Thomas Livee

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Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that, in recognition of your performance and contributions to Example Corp, your salary has been revised.

Effective from April 1, 2024, your gross annual salary will be increased from 70000 USD to 75000 USD.

This revision reflects your continued dedication, performance, and contribution to the organization. All other terms and conditions of your employment remain unchanged.

We appreciate your commitment and look forward to your continued growth and success with Example Corp.

Should you have any questions regarding this salary revision, please feel free to contact Human Resources.

Sincerely,

Thomas Livee

Chief Technology Officer

