|  |
| --- |
| [Company Name]  [Street Address, City, ST ZIP Code]  [Phone]  [Email]  [Website] |

Date

Recipient Name

[Designation]

Dear [Recipient],

ABC Corporation congratulates you on completing a decade with us. We appreciate and acknowledge your services. You are being offered a salary adjustment. The company has given you an increment of [AMOUNT] for your basic salary along with an additional $[AMOUNT] for fuel charges. This adjustment will take place with effect from 25th September 2021.

We hope you continue to serve us with the same dedication and loyalty. It is an honor to have you as a part of our team.

Once again, congratulations on your achievement.

Warm regards,

Name Here

Your Title