

## Salary Increase Email to Employee

From,

Kyla Olsen

Ap #651-8679 Sodales Av.

Tamuning PA 10855

(654) 393-5734

13-01-2011

To,

Calista Wise

7292 Dictum Av.

San Antonio MI 47096

Subject: (\*\*\*\*\*))

Dear Calista Wise,

You have been working at ABC Technologies as an Assistant Manager - Finance for the past two years. You have successfully handled and completed three projects over these years.

We would like to inform you that you have been allotted as the leader for two more projects now and your salary has been increased by 25%. This increment, we hope, will boost your enthusiasm and will help you work better.

You are required to meet the HR Manager at the earliest and complete the documentation formalities.

Thanks and Regards,  
(Your Signature Here)  
Kyla Olsen

