Salary increase email

Send it right after the manager tells the employee in a one-on-one, and at least one full pay period before the change shows up in a paycheck. For company-wide hourly increases, send it at least a week before the effective date.

MERIT INCREASE

Subject: Your salary increase, effective [Effective Date]

Hi [First Name],

Thanks for taking the time to talk through your review with me. As we discussed, I'm happy to confirm a merit increase to your base salary.

- Current annual salary: [Current Salary]
- New annual salary: [New Salary]
- Increase: [Percent]% ([Amount])
- Effective date: [Effective Date]
- First paycheck with the new rate: [Pay Date]

This reflects [one or two specific contributions, e.g. how you rebuilt the onboarding schedule for the night shift and cut first-week attrition].

Your formal letter is attached for your records. If anything on your pay stub doesn't match, contact [Payroll Contact] at [Payroll Email].

Thank you for the work you put in this year.

[Your Name]
[Title], [Company]

MARKET ADJUSTMENT

Subject: Pay adjustment for your role

Hi [First Name],

We recently reviewed pay for [Job Title] roles against current market data for [Location / Region]. Based on that review, we are adjusting your pay.

Your new [annual salary / hourly rate] is [New Rate], up from [Current Rate], effective [Effective Date]. You'll see it in your paycheck on [Pay Date].

This adjustment is separate from your annual review, which is still scheduled for [Review Month].

If you have questions, I'm happy to walk through it with you.

[Your Name]
[Title], [Company]

PROMOTION INCREASE

Subject: Your new role and salary: [New Job Title]

Hi [First Name],

Congratulations again on your promotion to [New Job Title]. Here are the details we talked about:

- New title: [New Job Title]
- Reports to: [Manager Name]
- New annual salary: [New Salary] (up from [Current Salary])
- FLSA status: [Exempt / Non-exempt]
- Effective date: [Effective Date]

[If status changes: Because the new role is exempt, you will no longer record hours or receive overtime from the effective date.]

The signed promotion letter is attached. Let me know if you have questions.

[Your Name]
[Title], [Company]

HOURLY RATE INCREASE (GROUP)

Subject: New pay rates for [Job Title] starting [Effective Date]

Hi [First Name],

Good news: starting [Effective Date], the base rate for [Job Title] at [Site Name] goes up from [Current Rate] to [New Rate] per hour.

Shift differentials stay the same: [Differential Details]. The new rate will show on your paycheck dated [Pay Date].

Questions? Ask your supervisor or contact [Payroll Contact].

Thanks for everything you do,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

• Your salary increase, effective [Effective Date]

• Confirming your new pay rate

• Pay adjustment for your role

• Your new role and salary: [New Job Title]

• Salary revision letter attached

• New pay rates for [Job Title] starting [Effective Date]

• Your compensation update for [Year]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. Your pay rate goes up to [New Rate] starting [Effective Date]. Details are in your work email. Questions? Text or call [Phone Number]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Current Salary], [New Salary], [Current Rate], [New Rate], [Percent], [Amount], [Effective Date], [Pay Date], [Job Title], [New Job Title], [Site Name], [Payroll Contact], [Your Name], [Title], [Company]