

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 1]

Dear {{ employee\_first\_name }},

I am happy to inform you of your {% if is\_hourly %}hourly rate{% else %}annual base salary{% endif %} of {% if is\_hourly %}{{ hourly\_rate\_after\_merit }}{% else %}{{ new\_salary }}{% endif %} that reflects an increase the amount of {{ merit\_amount }} or {{ merit\_percent }} of your base pay. The effective date of this increase is {{ salary\_effective\_date }}, and the increase will appear on the following payroll.

We are pleased to award this increase based on your performance over the last review period. Thank you for your continued contributions to meet our business goals and objectives.

Sincerely,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 2]

Dear {{ employee\_first\_name }},

I am pleased to inform you that your salary is being increased as of {{ salary\_effective\_date }}.

You are being awarded a {{ merit\_percent }} merit increase due to your excellent performance and valuable contributions to your department and to {{ company.name }}. Your new {% if is\_hourly %}hourly rate{% else %}annual base salary{% endif %} will be {% if is\_hourly %}{{ hourly\_rate\_after\_merit }}{% else %}{{ new\_salary }}{% endif %}.

Thank you for your contributions to {{ company.name }}.

Sincerely,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 3]

Dear {{ employee\_first\_name }}.

This letter is your official notification that effective {{ salary\_effective\_date }}, your {% if is\_hourly %}hourly rate{% else %}annual base salary{% endif %} will increase from {% if is\_hourly %}{{ hourly\_rate }} to {{ hourly\_rate\_after\_merit }}{% else %}{{ current\_salary }} to {{ new\_salary }}{% endif %}.

You are receiving this salary increase because you accomplished the goals we had set for this year. Additionally, your contributions have notably increased due to your focus on continuing to develop your skills and talents within {{ company.name }}.

This is a well-deserved salary increase. I want to personally thank you for all of this, but also for your steadfast loyalty and commitment to {{ company.name }}'s success. It is appreciated.

Regards,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 4]

We are happy to inform you that your {% if is\_hourly %}hourly rate{% else %}salary{% endif %} will be increased by {{ merit\_amount }} starting {{ salary\_effective\_date }}. Your new {% if is\_hourly %}hourly rate{% else %}salary{% endif %} shall be {% if is\_hourly %}{{ hourly\_rate\_after\_merit }}{% else %}{{ new\_salary }}{% endif %}.

This increase is the result of your continuous contribution to the success of this company. We recognize your efforts and would like to reward you for that. We also hope this will encourage you to perform even better; there is always room for improvement.

Thank you for your commitment and dedication. Keep up the good work.

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 5]

Congratulations, {{ employee\_first\_name }}!

As a result of a proactive review of your compensation, {{ company.name }} has determined that your continued contributions and recent achievements warranted a change to your base salary. The result of your salary review is that {% if is\_hourly %}hourly rate{% else %}salary{% endif %} will be increased by {{ merit\_amount }}. The changes will be implemented on the first paycheck following {{ salary\_effective\_date }}.

Your previous base salary earnings/wage: {% if is\_hourly %}{{ hourly\_rate }}{% else %}{{ current\_salary }}{% endif %}

Your new salary/wage as of {{ salary\_effective\_date }}: {% if is\_hourly %}{{ hourly\_rate\_after\_merit }}{% else %}{{ new\_salary }}{% endif %}

We would like to thank you for your continued contributions. Your work at {{ company.name }} is greatly appreciated, and we wish you continued success.

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 6]

Dear {{ employee\_first\_name }},

I am pleased to notify you that you have earned a merit increase in the amount of {{ merit\_amount }}. The effective date of this increase is {{ salary\_effective\_date }}.

This recognition is based on your outstanding job performance and accomplishments over the last review period. We appreciate your ongoing commitment to {{ company.name }}'s success.

Regards,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 7]

Dear {{ employee\_first\_name }},

I am pleased to inform you of your annual salary, which has been increased for the current fiscal year. Increases are provided based upon prior year performance and considerations of market and equity. Your annual salary changes are outlined below:

Previous Annual {% if is\_hourly %}Hourly Rate{% else %}Salary{% endif %}:  
    {% if is\_hourly %}{{ hourly\_rate }}{% else %}{{ current\_salary }}{% endif %}  
Total Percent Increase:     {{ merit\_percent }}  
Amount of Increase:        {{ merit\_amount }}  
New Fiscal Year {% if is\_hourly %}Hourly Rate{% else %}Salary{% endif %}:  
    {% if is\_hourly %}{{ hourly\_rate\_after\_merit }}{% else %}{{ new\_salary }}{% endif %}

Your increase will be effective as of {{ salary\_effective\_date }} and reflective on following paycheck.

As always, should you have questions or would like to discuss further, please let me know.

Thank you for your continued contributions.

Regards,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 8]

Dear {{ employee\_first\_name }},

I am please to share that you have been given a {{ merit\_percent }} increase. This new wage is effective {{ salary\_effective\_date }}.

New Annual {% if is\_hourly %}Hourly Rate{% else %}Salary{% endif %}: {% if is\_hourly %}{{ hourly\_rate\_after\_merit }}{% else %}{{ new\_salary }}{% endif %}

I appreciate your continued service and contributions to {{ company.name }}. Thank you.

Sincerely,

{{ manager\_first\_name }} {{ manager\_last\_name }}



## Sample Merit and Bonus Adjustment Letters

### Bonus Award Letters

#### [EXAMPLE 1]

Dear {{ employee\_first\_name }},

We are pleased to present you with your annual bonus award in the amount of {{ bonus\_amount }}. This bonus award reflects your excellent performance, the contributions you made and the goals achieved on behalf of {{ company.name }} during the past year. We appreciate your ongoing dedication to the continuing development and growth of the company.

Please accept this bonus with our regards and best wishes for a successful start of our new fiscal period and your continuing contributions to the company in the new period.

Sincerely,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 2]

Dear {{ employee\_first\_name }},

The continued success of {{ company.name }} is dependent upon the ability of each of us to identify and complete key goals that support our business objectives. As a valued member of {{ company.name }}, your 2017 accomplishments are being rewarded under the {{ company.name }} bonus program.

{{ company.name }} incentives are based on a variety of company and person metrics. This year, your payout reflects our joint accomplishments.

Your 2017 payout is {{ bonus\_amount }}, which will be paid on the first payroll following {{ bonus\_effective\_date }}.

Thank you for the commitment you bring to your vital role in our company. On behalf of {{ company.name }}, it is my pleasure to recognize you for your contribution in support of our goals, which drive our vision to be a world-class company.

Sincerely,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 3]

Dear {{ employee\_first\_name }},

Please note the addition of “Bonus” to your paycheck for this week. It has been a long time coming, and it has taken a lot of hard work to accomplish our goals but we have done it! Your bonus is a reflection of our appreciation for your efforts and another way of saying thanks for a job well done!

As our future outlook continues to improve, we will do our best to provide bonus incentives to our employees. We’re striving to nurture an environment of such that when {{ company.name }} does well, our employees are recognized accordingly.

Thanks a million for all of your hard work, patience, help, and support while things have been changing!

If you have any questions, comments, suggestions or any other information/feedback of use, please let me know. Thanks again!

Sincerely,

{{ manager\_first\_name }} {{ manager\_last\_name }}

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 4]

Dear {{ employee\_first\_name }},

This year has been eventful and challenging for all of us at {{ company.name }}. We have met the huge challenge of scaling up our business and growing our bottom line.

Your performance during this period as been rated {{ rating\_label }}. We hope that you continue to meet all challenges that we offer you in the coming year.

We are delighted to inform you that your performance linked incentive for the 2016 Plan Year is {{ bonus\_amount }}. Congratulations for meriting this reward.

Further, your {% if is\_hourly %}Hourly Rate{% else %}Salary{% endif %} has been increased to {% if is\_hourly %}{{ hourly\_rate\_after\_merit }}{% else %}{{ new\_salary }}{% endif %} effective {{ salary\_effective\_date }}.

Well done!

## Sample Merit and Bonus Adjustment Letters

### [EXAMPLE 5]

Dear {{ employee\_first\_name }},

The continued success of {{ company.name }} is dependent upon the ability of each of us to identify and complete key goals that support our business objectives. As a valued member of the {{ company.name }} team, your 2016 plan year accomplishments are being rewarded under your annual bonus program.

This year, your payout reflects significant accomplishments across both personal and company goals.

Your annual bonus payout is {{ bonus\_amount }}, which will be effective on {{ bonus\_effective\_date }} through direct deposit.

Thank you for the commitment you bring to your vital role in our company. On behalf of {{ company.name }}, it is my pleasure to recognize you for your contribution in support of our goals, which drive our vision to be a world-class company.

Sincerely,

{{ manager\_first\_name }} {{ manager\_last\_name }}