[***Today’s date***]

**Private and Confidential**

Dear [***insert name of Employee***]

As part of the Company’s annual discretionary pay review, we have reviewed your salary and we must advise you that your salary will remain unchanged at £[***insert amount***] per [***hour/week/month/annum***]

The next pay review will be on [***insert date***].

Please contact **[*me*]** OR **[*name and job title*]** if you would like to discuss this further.

Yours sincerely,

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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