

## Notice of Salary Increase Form

(Based on Annual Appraisal Results)

Date:

Employee Name:

Employee ID:

Position/Department:

Current Salary:

New Salary Effective Date:

New Salary Amount:

Appraisal Rating:

### Summary of Appraisal Results:

Provide a brief summary of appraisal findings and justification for salary adjustment.

Approved By:

HR Authorization:

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**Note:** This notice reflects the outcome of the annual performance appraisal and corresponding salary revision. Please contact HR for any further clarification.