

Notice of Salary Increase Form

(Based on Annual Appraisal Results)

Date:

Employee Name:

Employee ID:

Position/Department:

Current Salary: e.g. \$50,000/year

New Salary Effective Date:

New Salary Amount: e.g. \$55,000/year

Appraisal Rating: -- Select --

Summary of Appraisal Results:

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

Approved By: Supervisor/Manager Name

HR Authorization: HR Name

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