

Notice of Salary Increase

Date: _____

To: _____ (Employee Name)

Employee ID: _____

Department: _____

Dear _____,

We are pleased to inform you of an adjustment to your current salary, effective _____.

Current Position	_____
Current Salary	_____
New Salary	_____
Effective Date	_____

This adjustment reflects your valuable contributions to our organization and our ongoing commitment to recognize and reward outstanding performance.

Please sign below to acknowledge receipt of this notice.

Sincerely,

(Manager/Supervisor Name)

Employee Signature: _____

Date: _____

Note: Please retain a copy of this notice for your records. This document serves for communication purposes only and does not constitute a contract of employment.