

# Notice of Salary Increase

This form serves as formal notification and record of an employee salary adjustment. Please complete all sections accurately for payroll processing and official records.

Employee Name:

Employee ID/Number:

Department:

Position/Title:

Current Salary:

New Salary:

Effective Date:

## Reason for Increase:

E.g., Annual review, promotion, market adjustment

## Additional Notes:

Optional

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

After completion, please submit this form to the Payroll Department for processing and record-keeping.