

Formal Notice of Salary Increase

This **formal notice of salary increase** form sample provides a clear template to document and communicate an employee's salary adjustment, including the effective date. It ensures transparency and professionalism in salary changes within an organization. Use this form to officially confirm and track salary increments for HR purposes.

Employee Name:

Employee ID/Number:

Job Title/Position:

Department:

Current Salary:

New Salary:

Effective Date:

Reason for Increase:

Additional Comments:

Approving Manager:

Date Approved:

Employee Signature

Manager Signature