

Notice of Salary Increase Form

This **notice of salary increase form** is designed to document salary adjustments following an employee's performance evaluation. It ensures transparent communication regarding compensation changes. Using this form helps maintain consistency and fairness in payroll management.

Employee Information

Employee Name	_____	Employee ID	_____
Department	_____	Position	_____

Performance Evaluation Summary

Evaluation Period	_____
Performance Rating/Score	_____
Comments	_____

Salary Adjustment Details

Current Salary	â,± _____	New Salary	â,± _____
Effective Date	_____ / _____ / _____	Percentage Increase	_____ %

Authorization

Manager/Supervisor	_____	Date	_____/_____/____
HR Department	_____	Date	_____/_____/____

This form serves as official documentation of the approved salary adjustment based on performance evaluation.