

# 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.*