

# Notice of Salary Increase

Date:

This simple notice of salary increase form sample is designed specifically for small businesses to efficiently communicate salary adjustments to employees. It provides a clear and concise format that ensures transparency and ease of understanding. Using this template helps maintain accurate records and supports positive employee relations.

**Employee Name:**

**Position/Job Title:**

**Current Salary (\$):**

**New Salary (\$):**

**Effective Date of Increase:**

**Reason for Increase (Optional):**

**Additional Notes:**

**Authorized By:**

**Date:**

**Employee Acknowledgment:**

**Date:**