

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: