

# Official Notice of Salary Increase Form

**Employee Name:**

**Employee ID/Number:**

**Job Title:**

**Department:**

**Current Salary:**

**New Salary:**

**Effective Date of Increase:**

**Reason for Salary Increase:**

**Authorized By:**

**Date of Authorization:**

Submit

This official notice documents the approval and justification for your salary increase.  
Please retain a copy for your records.