[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Salary Revision Letter

Confirming a salary change in writing: the old salary, the new salary, and the date it takes effect.

[DD Month YYYY] **To:** [Employee name]**,** [Employee job title]

Department: [Department]

Subject: Salary revision with effect from [Effective date] **Dear** [Employee name]**,**

Following [Review type]**, we are pleased to confirm a change to your salary, with effect from** [Effective date]**.**

Salary revision summary

Current gross salary: [Currency] [Current gross annual salary] **per year**

New gross salary: [Currency] [New gross annual salary] **per year**

Change in salary: [Currency] [Change amount] **per year**

Effective date: _____

Pay frequency and pay date: [Pay frequency] **on** [Pay date]

Next review date: _____

Your gross salary will change from [Currency] [Current gross annual salary] **per year to** [Currency] [New gross annual salary] **per year. This is a change of** [Currency] [Change amount] **per year, before deductions.**

This change reflects [Reason for change]**.**

Your salary will be paid [Pay frequency] **on** [Pay date]**. All other terms of your employment remain unchanged, including your role, your working hours, and your place of work.**

Your next salary review will be on [Next review date]**. Thank you for your contribution to** [Company name]**.**

Yours sincerely,

[Manager name]

[Manager job title]

[Company name]

Acceptance I accept the salary revision on the terms set out in this letter.

Signature: _____

Name: _____

Date of acceptance: _____