

Salary Revision Request Form

Employee Name

Employee ID

Department

Designation

Current Salary

Requested Salary

Proposed Effective Date

Justification for Revision

Additional Remarks (if any)

Important Notes:

- Salary revision requests should be supported by valid justification and relevant performance data.
- Ensure all information provided is accurate and complete before submission.
- All requests are subject to review and approval by the management and HR department.
- Incomplete forms may lead to delays in processing.
- This form does not guarantee approval of the revision request.