

# Departmental Salary Increment Memo

Department of Human Resources

Date: 2024-06-21

To: **John Doe**, Manager, Finance Department  
From: **Jane Smith**, Head of Human Resources

**Subject: Approval of Salary Increment for Staff Member – Emily Brown**

Dear John,

This is to formally notify you of the approval of a salary increment for Ms. Emily Brown, Senior Accountant, Finance Department. The increment is based on her exemplary performance during the last appraisal cycle and her significant contributions to the team.

## Details of the Salary Increment:

- Employee Name:** Emily Brown
- Current Salary:** \$60,000 per annum
- Revised Salary:** \$66,000 per annum
- Effective From:** July 1, 2024

Please update the payroll records accordingly and inform the concerned employee at your earliest convenience.

Should you have any queries or require further clarification, please reach out to the Human Resources Department.

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Jane Smith  
Head of HR

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John Doe  
Manager, Finance Department

## Important Notes:

- This memo serves as an official record of salary revision and should be kept confidential.
- Ensure all payroll updates are completed before the effective date.
- All salary increment memos should be approved by the relevant department heads.
- Maintain this document for future reference and compliance audits.