

Salary Increment Confirmation Email

Payroll Department Documentation

To:

[Employee Name] (*employee email address*)

Subject:

Confirmation of Salary Increment

Dear [Employee Name],

We are pleased to inform you that your salary has been revised in recognition of your performance and contributions to the organization.

Effective Date: [Effective Date]

Previous Gross Monthly Salary: [Previous Salary Amount]

Revised Gross Monthly Salary: [New Salary Amount]

The revised salary will be reflected in your upcoming payroll cycle. Please contact the HR or Payroll department if you have any questions regarding this increment.

Congratulations, and thank you for your continued dedication.

Sincerely,

[Your Name]

Payroll Department

[Company Name]

Important Notes:

- This email serves as an official confirmation for payroll processing records.
- Ensure all details (amounts, dates) are accurate before sending and filing.
- Retain a copy of this email for both payroll and employee records.
- Any discrepancies should be reported immediately to HR/Payroll.
- Salary increments should be authorized by proper management approval.