

Salary Increment Confirmation Letter

Date: 2 June 2024

Ref: HR/INC/2024/056

To,

Mr. John Doe

Employee ID: 12345

Accounts Department

Dear Mr. John Doe,

We are pleased to inform you that your salary has been revised following your recent performance review. With effect from 1 July 2024, your basic monthly salary will be increased from **\$3,000** to **\$3,300**.

The details of your salary structure and allowances will be reflected in your upcoming payroll. Please note that all other terms and conditions of your employment remain unchanged.

We appreciate your valuable contributions to the organization, and we look forward to your continued commitment and dedication.

Regards,

Susan Lee

HR Manager

ABC Corporation

Important Notes:

- This letter serves as official confirmation of the revised salary for payroll records.
- The effective date is crucial for processing accurate payroll and benefits.
- Keep a signed copy of this letter in the employee's personnel file for future reference.
- All increments should comply with internal policies and applicable labor laws.