

Salary Hike Letter

Ref: HR/Payroll/2024/06/001

Date: 10 June 2024

Employee Name: Jane Doe

Employee ID: EMP12345

Designation: Software Developer

Department: Technology

Dear Jane Doe,

We are pleased to inform you that, in recognition of your contributions and dedication to the organization, your salary has been revised as follows, effective **01 July 2024**:

Previous Gross Salary: \$50,000 per annum

Revised Gross Salary: \$55,000 per annum

Your revised salary structure will be reflected in your upcoming payroll. Please contact the HR department for any clarifications.

We appreciate your commitment and look forward to your continued contributions to the company's growth.

Sincerely,
HR Department
[Company Name]

Important Notes:

- This letter should be authorized and signed by the HR or management.
- The effective date of the hike must be clearly mentioned.
- Salary details should be accurate and confidential.
- Keep a copy of this letter in the employee's file for payroll records.
- The terms and conditions of employment remain unchanged unless otherwise specified.