

## Salary Increment Memo

**Date** : June 30, 2024  
**To** : John Doe, Senior Software Engineer, Employee ID: 4567  
**From** : Human Resources Department  
**Subject** : Increment in Salary Effective July 2024

### EMPLOYEE SALARY INCREMENT MEMO

Dear John Doe,

We are pleased to inform you that, in recognition of your outstanding contributions and dedication to your role at ABC Corporation Pvt. Ltd., your annual salary has been reviewed.

**Effective Date:** July 1, 2024

**Previous Salary:** \$48,000 per annum

**Revised Salary:** \$54,000 per annum

This increment will be reflected in your monthly salary statement starting from July 2024 payroll. We appreciate your hard work and commitment, and we look forward to your continued contribution to the organization.

Should you have any questions regarding this change, please feel free to contact the HR Department.

Congratulations!

Regards,

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Jane Smith  
HR Manager  
ABC Corporation Pvt. Ltd.

#### Important Notes:

- This memo serves as an official document for salary increment approval and communication.
- All changes specified are effective from the mentioned date unless otherwise stated.
- Employees are advised to retain this memo for future reference and clarification.
- Salary increment details are confidential and intended only for the concerned employee.
- Any queries related to the increment should be directed to the HR department.