

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,

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.