

Company Name
Company Address Line 1
Company Address Line 2

Date: 10 June 2024

To,
Mr./Ms. [Employee Name],
[Designation],
[Department],
[Employee ID]

Subject: Salary Revision Confirmation Letter

Dear [Employee Name],

We are pleased to inform you that your salary has been revised as per the recommendations and subsequent approval from management. Your new compensation details are as follows:

Revised Salary: [New Salary] per annum

Effective Date: [Effective Date]

All other terms and conditions of your employment remain unchanged.

We value your dedication and hard work towards the growth of the company, and look forward to your continued contribution.

Kindly sign and return a copy of this letter as a token of your acceptance.

Sincerely,

[Authorized Signatory Name]
[Designation]
[Company Name]

Acknowledged and Accepted by,

[Employee Name & Signature]

Date: _____

Important Notes:

- This document serves as formal confirmation of an employee's salary revision.
- Verify all details (name, designation, amounts, dates) for accuracy before issuing.
- Both employer and employee should retain a signed copy for record purposes.
- Salary revisions should comply with company policy and statutory regulations.