

Performance-based Salary Revision Memo

Date: June 25, 2024

To:

Mr. John Smith
Senior Software Engineer
Employee ID: 123456

Subject:

Salary Revision Based on Performance Review

Dear Mr. Smith,

We are pleased to inform you that, following your recent performance review, your contribution and dedication to the organization have been recognized. Based on your excellent performance during the assessment period, the management has approved a revision to your salary as per company policy.

The details of your revised salary are as follows:

Previous Salary (per annum):	\$70,000
Revised Salary (per annum):	\$77,000
Effective Date:	July 1, 2024

We appreciate your hard work, initiative, and continued commitment to excellence. We are confident that you will maintain your outstanding performance and contribute significantly to our organizational goals.

Please acknowledge receipt of this memo by signing in the space provided below.

Authorized Signatory

Date:
Employee

Date:
Important Notes:

- This revision is based strictly on individual performance and is aligned with company compensation policies.
- All salary changes are confidential and should not be discussed with other employees.
- The revised salary is subject to terms and conditions mentioned in the employment agreement.
- Further performance will continue to be evaluated for future revisions.
- For any queries regarding this memo, please contact the HR department.