

Salary Increment Approval Memo

To: Department Head
From: HR Manager
Date: June 28, 2024
Subject: Approval for Salary Increment

Employee Details

Name	Jane Doe
Employee ID	EMP1024
Designation	Financial Analyst
Department	Finance
Current Salary	\$5,000 / month
Proposed Salary	\$5,500 / month
Effective Date	July 1, 2024

Memo Content

In recognition of outstanding performance, dedication, and contribution to the Finance department, it is recommended that Ms. Jane Doe be awarded a salary increment as detailed above. This increase is based on her excellent performance review and consistent achievement of targets over the past year.

We request your approval for this proposed salary revision, effective from July 1, 2024.

HR Manager

Department Head

Important Notes

- Salary increment memos should be supported by performance reviews and justified grounds.
- Ensure all approvals are documented and signed before implementation.
- The effective date must be clearly stated to avoid payroll confusion.
- Maintain confidentiality of salary information to protect employee privacy.
- Memos should conform to the company’s HR policies and procedures.