

# Salary Revision Announcement Letter

June 20, 2024

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

We are pleased to inform you that, in recognition of your continued dedication and outstanding contributions to [Company Name], we have reviewed your compensation as part of our annual salary revision process.

Effective from **[Effective Date]**, your revised salary will be **[New Salary]** per annum. Your other employment terms and benefits will remain unchanged unless communicated separately.

We appreciate your enthusiasm, hard work, and commitment to the growth of our organization. We look forward to your continued success as a valuable member of our team.

Should you have any questions or require further clarification on your new compensation, please feel free to contact the HR department.

Sincerely,  
[Manager/Supervisor Name]  
[Designation]  
[Company Name]

## Important Notes:

- This document serves as official communication of a change in salary and should be kept for your records.
- Details such as effective date and amount must be accurately filled before sharing with employees.
- A copy should be retained in the employee's personnel file for compliance purposes.
- Maintain professionalism and ensure clarity to avoid any misunderstandings regarding the revision.