

ABC Corporation Ltd.

123 Business Street, Suite 100
Metro City 400001
Tel: (123) 456-7890

Salary Revision Confirmation Memo

Date: June 15, 2024

To: Jane Doe

Position: Senior Analyst

Employee ID: 00587

Dear Jane,

We are pleased to inform you that, based on your performance and contributions, your salary has been revised as follows:

Previous Salary: \$4,000 per month

Revised Salary: \$4,600 per month

Effective From: July 1, 2024

Your revised salary will be reflected in your next monthly payroll. Other terms and conditions of your employment remain unchanged.

We appreciate your continued dedication and commitment to the organization. Please sign below to acknowledge receipt of this memo.

Employee Signature

HR Manager

Date: _____

Important Notes:

- This memo serves as official and legal confirmation of salary changes.
- The document should be signed by both the employee and the authorized HR personnel.
- Salary changes should always align with internal policies and employee agreements.
- Keep a copy of this memo for both employee and HR records.
- Review all data for accuracy before issuing to the employee.