

SALARY REVISION MEMO

Temporary Employee

Memo No: SR/TE/2024/026

Date: 18 June 2024

To: [Employee Name]

Employee ID: [Emp ID]

Department: [Department Name]

Designation: [Job Title]

Dear [Employee Name],

We are pleased to inform you that your salary has been revised with effect from **[Effective Date]**. The details of your revised remuneration are as follows:

Salary Revision Details

Component	Current Salary (per month)	Revised Salary (per month)
Basic Pay	[Current Basic]	[Revised Basic]
Allowances	[Current Allowances]	[Revised Allowances]
Gross Salary	[Current Gross]	[Revised Gross]

Please note that the revised salary structure is applicable from the mentioned effective date and will remain in effect until the completion of your temporary engagement or until further communication.

Authorized Signatory

Employee Acknowledgement

Important Notes

- This revision memo is for temporary employees only and does not imply permanent employment.
- All figures mentioned are subject to statutory deductions as applicable.
- The revised salary is valid for the duration of the temporary engagement.
- Any further changes in remuneration will be communicated through a new memo.
- Please keep this document for your records and future reference.