

Employee Salary Revision Letter

Date: 20 June 2024

To,

Mr. John Doe

Software Developer

XYZ Solutions Pvt. Ltd.

Subject: **Salary Revision Notification**

Dear John,

We are pleased to inform you that, based on your performance and contributions to the company, your salary has been revised effective from 01 July 2024.

Revised Salary Details:

- Previous Gross Salary: \$40,000 per annum
- Revised Gross Salary: \$45,000 per annum
- Effective Date: 01 July 2024

We appreciate your dedication and encourage you to continue with the same enthusiasm. Kindly sign and return a copy of this letter as an acknowledgment of your acceptance.

Sincerely,

HR Manager

XYZ Solutions Pvt. Ltd.

Important Notes:

- Salary revision letters formalize changes in salary and should be clear and accurate.
- Always include effective date and new salary details.
- Maintain confidentiality when issuing such letters.
- Keep a signed copy for the employee's and employer's records.
- Ensure compliance with company policy and local labor laws.