

Acme Corporation Pvt Ltd

Standard Salary Revision Memo

Date: 24 June 2024

To : John Doe
Employee ID : EMP12345
Designation : Senior Software Engineer
Department : IT & Development

Subject: Salary Revision Notification

Dear John Doe,

We are pleased to inform you that your salary has been revised based on your performance and the company's policies. The details of your revised compensation are outlined below:

Previous CTC (Annual) : \$45,000
Revised CTC (Annual) : \$54,000
Effective Date : 01 July 2024

Kindly note that other terms and conditions of your employment remain unchanged. We congratulate you on your achievements and look forward to your continued contribution.

Employee Signature

Authorized Signatory

Important Notes:

- This memo serves as an official communication for salary revision.
- The revised salary is subject to standard statutory deductions and company policies.
- Please contact the HR department for any clarification regarding the revision.
- Retain a signed copy of this memo for your personal records.