

# 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.