# Employee Salary Adjustment Form

## Employee Information

Employee Name

Employee ID

Department

Position/Title

## Current Salary Details

Current Salary

Salary Type

| Select | ▼ |

## Salary Adjustment

| Adjustment Type | Amount/Percentage | Effective Date | Reason for Adjustment |
|---|---|---|---|
| Select ▼ | | | |

## Approval

Manager/Supervisor Name

Approval Date

Additional Notes

## Important Notes

- Ensure all required fields are filled accurately before submission.

- Salary adjustments must follow company policies and require appropriate authorization.
- Keep a signed copy for both HR records and employee reference.
- This form is for internal use only and contains sensitive information.