

# Internal HR Portal Form

## Salary Adjustment Request

Employee Name

Employee ID

Department

Job Title

Manager/Supervisor

Date of Request

Current Salary

Proposed New Salary

Proposed Effective Date

Reason for Salary Adjustment

Supporting Documents (if any)

No file selected

Approver's Name

Approval Date

## Important Notes

- All salary adjustments must be properly justified and approved by authorized personnel.
- Attach any relevant supporting documents for a smoother approval process.
- Ensure all fields are accurately completed before submitting the request.
- Salary adjustments are subject to HR policy and internal review procedures.