SALARY INCREMENT LETTER

[COMPANY LETTERHEAD]

PRIVATE & CONFIDENTIAL

[Date]

[Employee Full Name]

[Job Title] - [Department]

Employee No.: [_____]

Dear [Employee Name],

Re: Salary Revision

We are pleased to inform you that, following [your annual review / your promotion / a market adjustment], your salary has been revised as follows:

Current basic salary: RM[_____] per month

New basic salary: RM[_____] per month

Effective date: [DD Month YYYY]

All other terms and conditions of your employment remain unchanged.

We thank you for your contribution and look forward to your continued commitment.

Yours sincerely,

_____

[Name]

[Designation]

[Company Name]

Acknowledgement

I acknowledge and accept the salary revision stated above.

_____

[Employee Name]

Signature: _____ Date: _____

Template by Pandahrms - pandahrms.com. General template, not legal advice.