

SALARY INCREASE LETTER

Employee Name: _____ Employee ID: _____

Position/Title: _____

Department: _____

Supervisor: _____

Salary Increase Details:

Current Salary: _____ USD

New Salary: _____ USD

Effective Date of Increase: _____

Terms and Conditions:

This letter serves as the official notification of the salary increase referenced above. The salary adjustment is subject to all applicable federal, state, and local laws and regulations. This increase will be reflected in the employee's paycheck beginning with the first pay period following the effective date stated herein. All other terms and conditions of employment remain unchanged unless otherwise specified in writing. This letter does not constitute a contract of employment and does not alter the at-will employment relationship unless stipulated in separate written agreements. The employee acknowledges and agrees to the salary increase and associated terms by signing below.

Acknowledgment and Acceptance:

I, the undersigned employee, acknowledge receipt of this Salary Increase Letter, understand the terms and conditions outlined herein, and accept the salary increase accordingly.

EMPLOYEE SIGNATURE

Name: _____

Date: _____

Signature: _____

SUPERVISOR SIGNATURE

Name: _____

Date: _____

Signature: _____

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