[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Salary Revision Letter

Confirming a salary change in writing: the old salary, the new salary, and the date it takes effect.

[DD Month YYYY]

To: **[Employee name]**, **[Employee job title]**

Department: **[Department]**

Subject: Salary revision with effect from [Effective date]

Dear **[Employee name]**,

Following **[Review type]**, we are pleased to confirm a change to your salary, with effect from **[Effective date]**.

Salary revision summary

Field	Entry
Current gross salary	**[Currency] [Current gross annual salary]** per year
New gross salary	**[Currency] [New gross annual salary]** per year
Change in salary	**[Currency] [Change amount]** per year
Effective date	**[Effective date]**
Pay frequency and pay date	**[Pay frequency]** on **[Pay date]**
Next review date	**[Next review date]**

Your gross salary will change from **[Currency] [Current gross annual salary]** per year to **[Currency] [New gross annual salary]** per year. This is a change of **[Currency] [Change amount]** per year, before deductions.

This change reflects **[Reason for change]**.

Your salary will be paid **[Pay frequency]** on **[Pay date]**. All other terms of your employment remain unchanged, including your role, your working hours, and your place of work.

Your next salary review will be on **[Next review date]**. Thank you for your contribution to **[Company name]**.

Yours sincerely,

[Manager name]

[Company name]

[Manager job title]

[Company name]

Acceptance

I accept the salary revision on the terms set out in this letter.

Signature	**[Signature]**
Name	**[Employee name]**
Date	**[Date of acceptance]**