

Insert Company
Logo

[Insert Date]

<Employee Name>
Physical Address or email address
Address

Dear Employee Name,

Re: Increase to Salary/Wage Rate

Following our discussions on <date>, this letter serves as confirmation of the discussion and the agreed changes to your salary effective from <date new salary/wage commences>.

- Remuneration: \$xxx per annum/per hour (gross)
- Additional Benefits

Your adjusted wage/salary will be included in the pay-run on [insert pay date]. Any back pay to the effective date will also be included in this pay.

Your terms and conditions of employment remain as per your current Employment Agreement dated <date>.

Please indicate your acceptance to this variation of your employment terms by signing in the space below and returning one copy of this letter to myself. The other copy is for your records and information.

<Employee Name>, if you have any questions on the above, please feel free to contact me.

Yours sincerely,

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to

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EMPLOYEE'S ACKNOWLEDGEMENT

I, _____, accept the change in my remuneration as listed above.

(Signed)

(Date)