

PAY RISE LETTER

Employee Name: _____

Job Title: _____

Department: _____

Dear _____,

We are pleased to inform you of a revision to your remuneration package in recognition of your valuable contributions and continued commitment to the company.

Effective from your next pay period, your salary will be increased to the amount agreed between yourself and the employer, reflecting our appreciation for your hard work and dedication.

This letter serves as formal confirmation of the pay rise, which is subject to the terms and conditions of your employment contract and applicable UK employment law.

Your new salary will be reflected in your payslip and will include any statutory deductions as required by law.

Please note that this pay rise does not affect other terms of your employment unless otherwise specified in writing.

Should you have any questions or require further clarification, please do not hesitate to contact the Human Resources department.

We look forward to your continued excellent performance and contribution to the success of the organisation.

Please indicate your acceptance of this pay rise by signing and returning the enclosed copy of this letter.

Yours sincerely,

Authorised Signatory

Employee's Signature

Date

Signature: _____

Date: _____

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