

# SALARY INCREASE LETTER

Company Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

## Employee Information:

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

## Current Salary and Increase Details:

Current Salary (£): \_\_\_\_\_

New Salary (£): \_\_\_\_\_

Effective From (Date): \_\_\_\_\_

## Letter Body:

Dear Employee,

We are pleased to inform you of a salary increase in recognition of your performance, contributions, and commitment to the Company. Your new salary reflects our appreciation and confidence in your continued valuable work.

This increase shall be effective from the date specified above and will be reflected in your subsequent pay slips. All other terms and conditions of your employment remain unchanged.

Please note that this letter, together with your employment contract and any applicable company policies, constitutes the full agreement regarding your salary adjustment. Any amendments or variations must be made in writing and signed by an authorized representative of the Company.

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

Yours sincerely,

Authorized Signatory: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. Salary Increase and Acceptance

The Employee acknowledges and accepts the salary increase detailed herein. This letter does not constitute a variation of the employment contract except as expressly stated.

**2. Employment Terms**

All other terms and conditions of employment remain as set forth in the existing employment contract and company policies.

**3. No Guarantee of Future Increases**

This salary adjustment is not a guarantee of future increases or promotions and shall not be construed as such.

**4. Governing Law**

This letter and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales.

**5. Entire Agreement**

This letter constitutes the entire agreement between the parties in relation to the salary increase and supersedes all prior agreements or understandings relating to this subject matter.

**6. Confidentiality**

The terms of this salary increase are confidential between the Company and the Employee and must not be disclosed to third parties without prior written consent, except as required by law or for professional advice.

**7. Dispute Resolution**

Any disputes arising out of or relating to this letter shall first be attempted to be resolved amicably between the parties. Failing which, the parties agree to submit to the exclusive jurisdiction of the courts of England and Wales.

**8. Variations**

Any variations or modifications to this letter must be made in writing and signed by both parties to be effective.

**9. Waiver**

No failure or delay by either party in exercising any right or remedy shall operate as a waiver thereof.

**10. Severability**

If any provision of this letter is found to be unenforceable or invalid under applicable law, the remainder of this letter shall remain in full force and effect.

**COMPANY REPRESENTATIVE'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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