

7. Salary Increase Letter

Private and Confidential

Name

Address

Date

Note: This letter should be issued after completing a salary review. Salary increases are relatively straightforward because employees are unlikely to dispute or refuse them! However any other changes to Terms and Conditions of Employment are more complex as they must be done with the agreement of the employee, so if you require assistance with making changes to your employees Terms and Conditions of Employment please contact Cornhill HR, via Voscur [Delete this after reading]

Dear **Name**

Salary Increase

I am pleased to confirm that your basic salary will be increased from **xxx** to **xxx** per annum with effect from **Date**.

Additionally you will now be entitled to a xxx car allowance. (Insert terms)

Additionally you will receive a xxx bonus on xxx in recognition of your efforts and achievements over the past year.

All other terms and conditions of your contract of employment remain unchanged.

In the meantime, I would like to take this opportunity to thank you for your continued hard work and support.

Yours sincerely,

Name

Job title