Date: 22-Oct-2021

**[Salutation]. [Employee Full Name],**

[Designation]

[Department]

[Design and Development]

**Subject: Salary Revision Letter**

**Dear [Salutation]. [Employee First Name],**

It is to inform you that your monthly gross salary has been revised to Rs. [Revised Salary]/- (i.e. [Rupees in word]), effective from **[Effective Date]** whereas all other terms & conditions of your employment will remain same.

We are sure you will make the best use of the opportunity offered to you and contribute substantially to the success of the organization as you have always been doing and fully justify the confidence and faith placed in you by the management.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abdul Basit Ali**

**Manager – HR & CP**

Human Resources

Cc: Personal File: [Employee ID]

Finance Department