

<Letterhead>

Date

Private & Confidential

Name as per IC / Passport

IC / Passport No

Dear xx,

SALARY INCREMENT

I am pleased to confirm that your basic salary will be increased from RM xx.xx (Ringgit Malaysia xx Only) to RM xx.xx (Ringgit Malaysia xx Only) per month effective <date>

All other terms and conditions of your contract of employment dated xx remain unchanged

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

Signed & Dated:

Agreed & Accepted By:

Name
Designation
Date

Name
IC/Passport No
Date