

<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