

# Payroll Update Notice

## Salary Revision Notification

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date of Notice: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Dear \_\_\_\_\_,

This notice is to inform you that your salary has been revised as part of the recent payroll update. The details of your salary adjustment are as follows:

- **Previous Salary:** \_\_\_\_\_
- **Revised Salary:** \_\_\_\_\_
- **Effective from:** \_\_\_\_\_

Please note that the revised salary will reflect in your upcoming payslip.

Should you have any questions, kindly contact the HR department.

Sincerely,

\_\_\_\_\_  
HR Department