

Internal Memo

To:
HR Department

From:
[Your Name / Department]

Date:
[Date]

Subject:
Employee Salary Increment Approval

This memo is to recommend approval for a salary increment for the following employee:

Employee Name:
[Employee Name]

Employee ID:
[Employee ID]

Department:
[Department]

Current Salary:
[Current Salary]

Proposed Salary:
[Proposed Salary]

Effective Date:
[Effective Date]

The above recommendation is made based on the employee’s performance, contributions to the organization, and in accordance with the company’s salary review policies.

Kindly review and provide your approval for processing the increment.

Requested by,

[Name & Title]
Approved by,

[Name & Title]