

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

Company Name ¢ Address Line 1 ¢ Address Line 2 ¢ Contact Info