

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