

Internal Salary Adjustment Memorandum

Date: _____
To: _____
From: _____
Department: _____
Subject: Salary Adjustment Notification

This memorandum serves to notify you of an internal salary adjustment, effective as indicated below. The adjustment has been made to reflect your ongoing contributions to the organization and recent performance evaluation.

Employee Name _____
Position _____
Current Salary _____
New Salary _____
Effective Date _____
Reason for Adjustment _____

If you have any questions regarding this adjustment, please contact the Human Resources Department.

Authorized Signature

Employee Acknowledgement