

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