

# Salary Adjustment Justification Statement

**Employee Name**

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**Position/Title**

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**Department**

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**Current Salary**

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**Proposed Salary**

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**Effective Date**

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**Justification for Salary Adjustment**

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**Supporting Comments/Additional Information**

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Supervisor/Manager Name & Signature

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**Date**

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HR Approval Name & Signature

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**Date**

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