

Salary revision agreement letter

Subject: Agreement on Revised Salary Terms

Dear [Employee Name],

Following our recent discussion, this letter serves as an agreement on your revised salary terms with effect from [Date].

The updated salary details are as follows:

- Current Position: [Job Title]
- Previous Salary: [Amount]
- Revised Salary: [New Amount]
- Effective Date: [Date]
- Additional Benefits: [If any]

Both parties agree to abide by the updated salary structure, and this agreement will become part of your employment record.

Sincerely,

[Employer Name]

[Employer Position]

Acknowledgment of Acceptance:

[Employee Name]

[Signature]

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