

Formal Salary Advice Letter

Subject: Salary Adjustment Notification

Dear [Employee Name],

We are pleased to inform you that your salary has been reviewed and an adjustment has been made effective [Date]. Your new monthly salary is [Amount], reflecting your performance and contribution to the organization.

Please contact the HR department if you have any questions or require clarification regarding this change.

Sincerely,

[Your Name]

[Position]

[Company Name]

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