

SALARY INCREASE LETTER

Employee Name: _____

Position: _____

Department: _____

Dear [Employee Name],

We are pleased to inform you of an adjustment to your salary, reflecting your valuable contributions to the company and in recognition of your ongoing commitment and performance.

Effective from the date noted below, your new salary will be as follows:

New Salary Amount: _____ **AUD**

Effective Date: _____

This salary increase is governed by the Fair Work Act 2009 (Cth) and any applicable modern award or enterprise agreement. It is subject to the terms and conditions of your employment contract and relevant Australian employment laws.

Your duties and responsibilities remain as outlined in your current position description, and this adjustment does not constitute a change in your employment status unless otherwise agreed in writing.

If you have any questions regarding this adjustment or require further information, please do not hesitate to contact the Human Resources department.

Thank you for your ongoing dedication and professionalism. We look forward to your continued success within the company.

Yours sincerely,

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Position: _____

Date: _____

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