**Salary Adjustment Form (Post-Promotion)**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John A. Carter | Employee ID | EMP-2045 |
| Department | Marketing | Designation (Before Promotion) | Senior Marketing Executive |
| New Designation (After Promotion) | Marketing Manager | Date of Promotion | 01-Oct-2025 |
| Supervisor | Sarah L. Martin | Location | New York Office |

**Section 2: Salary Details**

| **Description** | **Previous** | **Revised** | **Difference** |
| --- | --- | --- | --- |
| Basic Salary | $3,500 | $4,200 | → **$700** |
| Housing Allowance | $500 | $600 | → **$100** |
| Transport Allowance | $200 | $250 | → **$50** |
| Other Allowances | $150 | $200 | → **$50** |
| **Total Monthly Salary** | → $4,350 | → $5,250 | **→ $900** |
| **Annual Salary** | **→ $52,200** | **→ $63,000** | **→ $10,800** |

**Section 3: Adjustment Summary**

| **Item** | **Details** |
| --- | --- |
| Effective Date of New Salary | 01-Nov-2025 |
| Reason for Adjustment | Promotion to Marketing Manager |
| Percentage Increase | =((C7-B7)/B7)\*100 → **20.69%** |
| HR Reviewed By | Laura Thompson |
| Finance Verified By | David Nguyen |
| Approved By | CEO – Michael Andrews |

**Section 4: Acknowledgment**

I, **John A. Carter**, acknowledge that I have been informed of my new salary adjustment effective **01-Nov-2025** and agree to the updated compensation terms.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_