**Salary Revision Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name: |  | | |
| Department: |  | Date: |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Smith | | |
| Employee ID | EMP-1045 | Designation | Marketing Manager |
| Department | Marketing | Date of Joining | 10-Jan-2021 |
| Employment Type | Full-Time | | |

**Current Salary Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Basic Pay | 3,000 | Housing Allowance | 800 |
| Transportation Allowance | 400 | Other Allowances | 300 |
| **Total Current Salary** | **$4,500** | | |

**Revised Salary Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Revised Basic Pay | 3,300 | Housing Allowance | 800 |
| Transportation Allowance | 400 | Other Allowances | 300 |
| **Total Revised Salary** | **$4,800** |  |  |

**Revision Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Increase in Salary: | 300 | Percentage increase | 6.67% |
| Effective Date of Revision | 01-Nov-2025 |  |  |
| Reason for Revision | Annual performance review and market adjustment. | | |

**Approval Section**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Supervisor / Manager | Sarah Lee |  |  |
| HR Department | Mark Reynolds |  |  |
| Finance Department | Linda Brown |  |  |
| Authorized By | CEO / Director |  |  |

**Employee Acknowledgment**

I hereby acknowledge that I have reviewed and understood the revised salary terms as detailed above.

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