

## About This Document

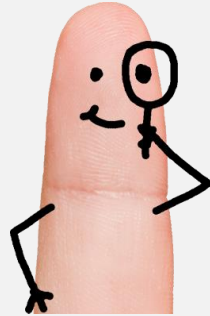
<b>owner</b>	HR
<b>access &amp; use</b>	Restricted to HR
<b>what it is</b>	<p>Script for a letter to confirm a change in an employee's salary or position title. Once complete, the letter:</p> <ul style="list-style-type: none"> <li>◆ Is used for formally advising an employee that they will be receiving a temporary or on-going salary or title change, in situations where a probationary period is not required.</li> <li>◆ Must be presented to the employee in a meeting and accompanied by a conversation. It must not be simply forwarded to the employee via email.</li> </ul>
<b>who uses it</b>	HR modifies this letter script as appropriate for the employee.

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ If required, you can copy and paste to add additional sections to the script. To preserve the formatting in your document when copying and pasting, click the small arrow beneath the **Paste** command and then select either the **Keep Text Only** or the **Merge Formatting** option.

## Instructions

1. Save a copy of the letter script to an appropriate working directory. In the file name, include the letter effective date and the employee name.
2. Edit the script as needed, choosing the appropriate content from the suggested content menu shown in **BLUE FONT**.
3. Once the letter is finalized:
  - a. Remove any instructions or suggested unused content.
  - b. Copy the letter and paste on Company letterhead.



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- ◆ Cost of living adjustment.
- ◆ Any increase in skills or proficiency in your role as a result of training or experience.

**EXAMPLE TEMPORARY SALARY INCREASE (ACTING PAY):**

I am pleased to confirm that you will be provided with temporary Acting Pay in the amount of \$ [REDACTED] to recognize your additional workload and responsibilities as a result of Example: An employee departure or extended absence.

This payment will be effective and retroactive to effective date of additional responsibilities and will appear on your pay stub as "Other Pay". Acting Pay will end once your workload returns to normal.

Thank you, First Name. We very much appreciate your continued support to the Department team during this challenging period.

**EXAMPLE SALARY INCREASE – 'MUST KEEP' EMPLOYEE:**

It is my pleasure to confirm that your salary will increase to \$ [REDACTED] effective DD/MM/YYYY. You have been identified as a key employee in the Company, and our compensation strategy is to pay key employees at P90 (90<sup>th</sup> percentile) of the market.

I would like to personally thank you for your contributions and support. Congratulations First Name. You are a very valued member of our team and we are looking forward to continuing to work with you.

**CLOSING FOR MOST EXAMPLE LETTERS ABOVE:**

As you know, we are unable to provide salary increases to most or all employees this year. As such, we respectfully ask that your salary increase remain confidential.

Congratulations First Name, and thank you for your continued commitment and hard work.

Sincerely,

**CUSTOMIZER: Insert Company Name**

Name

Title

Copy: Payroll