

About This Document

owner	HR
access & use	Restricted to HR
what it is	<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"> ♦ Is used for formally advising an employee that they will be receiving a temporary or on-going salary or title change or promotion. ♦ 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.
who uses it	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. Read the entire letter and all scripts from the suggested content menu shown in **BLUE FONT** to ensure you understand all the options and that you use all appropriate components and content for the particular circumstance.
3. Edit the script as needed.
4. Once the letter is finalized:
 - a. Remove any instructions or suggested unused content.

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

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- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

EXAMPLE PROMOTION:

As a result of your hard work and commitment to continually exceed expectations, it is my pleasure to confirm your promotion into the role of **new title** effective **date**.

As per our salary scale, your annual salary will increase to \$ effective **date**.

Your new position description is as follows:

position description or attach at the end of the letter

EXAMPLE SALARY INCREASE ANNUAL:

As a result of our annual salary review process, we are pleased to confirm that your salary will increase to \$, effective **date**, as per our adjusted salary scale.

Please note that your adjusted base salary is not a reflection of your performance. The factors taken into consideration to calculate base salaries are as follows:

- ♦ Review of external market data and surveys that change the salary range of your position.
- ♦ 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 \$ 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 \$ effective **date**. You have been identified as a key employee in the Company, and our compensation strategy is to pay key employees at P90 (90th 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:

The contents of this letter replaces Section(s) **clause(s) or section number(s)** of your employment agreement dated **date**.

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.

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EMPLOYEE

Employee Name

Signature

Date