

# PAY INCREASE LETTER

Employee Name: \_\_\_\_\_  
Employee Position: \_\_\_\_\_  
Department: \_\_\_\_\_

Dear Employee,

We are pleased to inform you of a pay increase in recognition of your continued dedication, performance, and contributions to the Company. This letter outlines the details of your new remuneration and associated terms.

## 1. Pay Increase Details:

Your salary will be increased from \_\_\_\_\_ AUD per annum to \_\_\_\_\_ AUD per annum. This new salary is effective from the first full pay period following the date of this letter.

## 2. Terms and Conditions:

This pay increase is subject to the terms and conditions of your existing employment contract and the Company's policies. All other terms remain unchanged unless expressly modified in writing.

## 3. Taxation and Deductions:

All payments made under this pay increase are subject to applicable taxation laws and mandatory deductions under Australian law.

## 4. Acknowledgement:

Please indicate your acceptance of this pay increase by signing below and returning a copy of this letter to the Human Resources department.

## 5. Legal Compliance and Governing Law:

This pay increase letter and your employment are governed by the Fair Work Act 2009 (Cth) and applicable Australian employment laws. The terms presented comply with all minimum entitlements and requirements under Australian law.

## 6. Entire Agreement and Amendments:

This letter, together with your employment contract, constitutes the entire agreement regarding your remuneration.

Any amendments must be made in writing and signed by you and an authorized representative of the Company.

**7. Severability:**

If any provision of this letter is held to be invalid or unenforceable under Australian law, the remaining provisions will remain in full force and effect.

**8. Contact:**

If you have any questions regarding this pay increase, please contact the Human Resources department.

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Print Name:

Print Name:

Position:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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