

SALARY REVIEW LETTER

To: _____

From: _____

Employee Details:

Full Name: _____

Position/Title: _____

Department: _____

Employee ID: _____

Salary Information:

Current Salary (AUD): _____

Reviewed Salary (AUD): _____

Effective From: _____

Review Details:

This Salary Review Letter outlines the terms and conditions of the salary adjustment for the employee named above. The reviewed salary reflects the results of the recent performance evaluation and market comparison, consistent with the company's remuneration policies. This adjustment is effective as indicated and will be reflected in your subsequent payslips.

Terms and Conditions:

- 1. The reviewed salary is subject to applicable Australian tax laws and payroll regulations, including superannuation contributions as prescribed.
- 2. This salary review does not imply a change in employment status or job responsibilities unless separately agreed in writing.
- 3. The employee shall continue to comply with all company policies and employment agreements.
- 4. Any disputes arising from this salary review shall be addressed according to the company's grievance procedures and relevant Australian employment legislation.
- 5. This letter forms part of the employee's employment record and is binding upon both parties.
- 6. The employer reserves the right to review and amend salary arrangements in accordance with business requirements and applicable laws.
- 7. Confidentiality regarding the terms of this salary review is expected and any unauthorized disclosure may result in disciplinary action.

Employee Signature

Employer Signature

Signature: _____

Signature: _____

Date: _____

Date: _____

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