

[Print on

r insert Address]

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name of employee>>

As part of the Company's annual c  
we must advise you that you  
<<hour/week/annum>>.

we have reviewed your salary and  
nchanged at £<<amount>> per

The next pay review will be on [da

Please contact [me] OR [name of

to discuss this further.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company

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