

PAY REVIEW LETTER

To: _____

Employee Name: _____

Employee ID/Number: _____

Subject: Pay Review Outcome

Dear Employee, This letter serves to confirm the outcome of your recent pay review, conducted in accordance with company policy and applicable UK employment law. We appreciate your continued contributions and commitment to the organisation.

Review Details:

Current Salary: _____ GBP

New Salary: _____ GBP

Effective From: _____

Terms and Conditions:

1. The new salary is subject to all applicable deductions including income tax, National Insurance contributions, and any other statutory deductions as required by UK law. 2. This pay review and resulting salary adjustment do not alter the terms and conditions of your employment contract except as explicitly stated herein. 3. You are required to acknowledge receipt of this letter and the new salary arrangement by signing and returning the acknowledgement form attached. 4. The company retains the right to review and amend salary terms in accordance with business needs and performance considerations, as permitted by law. 5. Any disputes arising from this pay review shall be addressed in accordance with the company grievance procedures and UK employment legislation.

Acknowledgement of Receipt:

I, the undersigned, hereby acknowledge receipt of this Pay Review Letter, understand the new salary terms as outlined above, and agree to the updated pay arrangement.

Employee Signature

Employer Signature

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

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