# Remuneration Review Salary Increase

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**General Information**

This letter specifies that aside from the remuneration increase, all other terms and conditions of the employee's employment (as set out in the employee's employment contract) continue to apply.

You can then offer the salary increase to the employee, on the condition they enter into the terms of the new contract. This letter provides you with this option. It is important that all of your employees have up-to-date written contracts of employment so that you do not expose your business to a range of legal risks. However, you should not pressure or coerce an employee to sign a new contract as this may have an effect on the legal enforceability of the contract. If you are unsure of what to do, you should obtain specific advice.

This letter also provides you with the ability to specify other benefits (such as incentive payments) which are to increase.

**[INSERT** **ON COMPANY NAME LETTERHEAD]**

**[INSERT DATE]**

**[INSERT FIRST AND LAST NAME OF EMPLOYEE]**

**[INSERT ADDRESS OF EMPLOYEE]**

Dear **[INSERT NAME]**,

**Re: Remuneration review**

Your remuneration has recently been reviewed and I am pleased to inform you that your efforts in the past year are to be rewarded with a **[INSERT % INCREASE OR $ AMOUNT FOR SALARY INCREASE].**

This will result in your total **[INSERT HOURLY WAGE RATE OR ANNUALISED SALARY]**. The increase will be effective from **[INSERT DATE]**.

This amount is inclusive of superannuation.

In addition to your **[INSERT HOURLY WAGE RATE OR ANNUALISED SALARY]** increase, you will be entitled to the following additional increases:

* **[INSERT ANY ADDITIONAL INCREASE OR BENEFIT YOU ARE PROVIDING THE EMPLOYEE]**

All other terms and conditions as at **[INSERT DATE]** continue to apply.

If you have any queries please do not hesitate to contact **[INSERT BUSINESS’ CONTACT]** on **[INSERT CONTACT NUMBER]**.

Yours faithfully,

**[INSERT COMPANY NAME]**

**[ADD SIGNATORY OF LETTER]**

**[ADD POSITION TITLE OF SIGNATORY]**