Ashford Business Services Ltd

Salary Revision Letter

Confirming a salary change in writing: the old salary, the new salary, and the date it takes effect.

9 November 2026 **To:** Sarah Mitchell**,** Office Manager

Department: Operations

Subject: Salary revision with effect from 9 November 2026 **Dear** Sarah Mitchell**,**

Following Review type**, we are pleased to confirm a change to your salary, with effect from** 9 November 2026**.**

Salary revision summary

Current gross salary: GBP £45.00 **per year**

New gross salary: GBP £45.00 **per year**

Change in salary: GBP £45.00 **per year**

Effective date: _____

Pay frequency and pay date: £45.00 **on** 9 November 2026

Next review date: _____

Your gross salary will change from GBP £120.00 **per year to** GBP £120.00 **per year. This is a change of** GBP £120.00 **per year, before deductions.**

This change reflects Reason for change as agreed at the meeting**.**

Your salary will be paid £120.00 **on** 9 November 2026**. All other terms of your employment remain unchanged, including your role, your working hours, and your place of work.**

Your next salary review will be on 9 November 2027**. Thank you for your contribution to** Ashford Business Services Ltd**.**

Yours sincerely,

James Patel

Office Manager

Ashford Business Services Ltd

Acceptance I accept the salary revision on the terms set out in this letter.

Signature: _____

Name: _____

Date of acceptance: _____