

Salary Increase Proposal

Private and Confidential

1. Purpose

This **Salary Increase Proposal** ("**Proposal**") is submitted by _____ on behalf of _____ ("**Company**") to recommend an adjustment to the current salary of _____ ("**Employee**"). This Proposal is intended to support internal review and approval processes and does not constitute a binding commitment to increase compensation unless and until it is approved by the appropriate Company authority and communicated to the Employee in writing.

2. Proposal Information

Proposal Date		Direct Manager	
Proposed Effective Date		Employment Status	
Employee Name		Current Annual Salary	
Employee ID		Proposed Annual Salary	
Job Title		Salary Increase	
Department		Compensation Type	

3. Background

The Employee has demonstrated performance, professional development, and contributions that warrant consideration for a salary adjustment. This Proposal summarizes the business justification for the recommended increase and is intended to assist Company decision-makers in evaluating the request.

Nothing in this Proposal alters the Employee's existing employment terms unless a separate written approval or compensation amendment is issued by the Company.

4. Business Justification

The proposed salary increase is based on the following business considerations:

- The Employee's sustained performance and achievement of assigned objectives.
- Increased responsibilities, leadership, or expanded scope of work.
- Acquisition of new skills, certifications, or professional qualifications that benefit the Company.
- Internal pay equity considerations.
- Market compensation data and industry competitiveness, where applicable.
- Employee retention and succession planning considerations.
- Other relevant business factors: _____.

5. Performance Summary

Provide a concise summary of the Employee's recent performance, including measurable accomplishments, major projects, leadership contributions, customer or client impact, operational improvements, or other achievements supporting this recommendation.

Performance Summary:

6. Compensation Analysis

The following information may be considered during the evaluation of this Proposal.

Evaluation Factor	Details
Most Recent Performance Rating	
Date of Last Salary Increase	
Current Salary Range	
Proposed Position Within Salary Range	
Market Benchmark	
Budget Availability	
Additional Compensation Changes	

7. Financial Impact

The anticipated financial impact of the proposed salary adjustment is summarized below.

Cost Item	Amount
Annual Salary Increase	
Estimated Employer Benefit Impact	
Total Estimated Annual Cost	
Budget Source	

8. Effective Date

If approved, the proposed salary adjustment is intended to become effective on _____, subject to completion of the Company's internal approval process and any required payroll implementation procedures.

9. Confidentiality

This Proposal contains confidential employment and compensation information. It is intended solely for individuals involved in the Company's compensation review and approval process. It should not be disclosed except as required for legitimate business purposes or as otherwise permitted by applicable Company policies or law.

10. Approval Process

Submission of this Proposal does not authorize or implement a salary increase.

Any proposed compensation adjustment remains subject to review and written approval by the individuals or committees designated by the Company. The Company may approve, modify, defer, or decline this Proposal at its discretion.

If approved, the Company will communicate the approved compensation change to the Employee through the appropriate internal process.

11. Modification or Withdrawal

The Company may amend or withdraw this Proposal at any time before final approval. Any changes to the proposed compensation should be documented in writing and approved in accordance with Company procedures.

12. Non-Binding Nature

This Proposal is an internal business document prepared for evaluation purposes only. It does not create an employment contract, guarantee future compensation, alter the Employee's existing terms of employment, or obligate the Company to approve or implement the proposed salary increase.

13. Acknowledgment

By signing below, the individuals identified acknowledge that they have prepared, reviewed, or approved this Proposal as indicated. Signatures do not, by themselves, authorize implementation of the proposed salary increase unless all required approvals have been obtained.

Signatures

Prepared by

Name

Date

Signature

Reviewed by

Name

Date

Signature

Budget Approval

Name

Date

Signature



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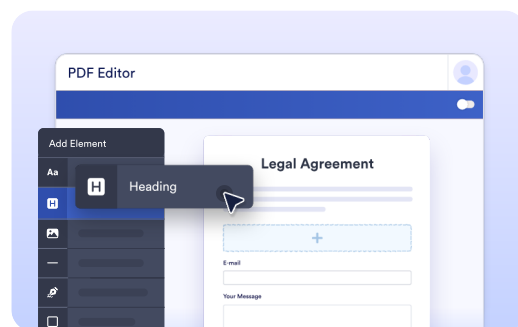
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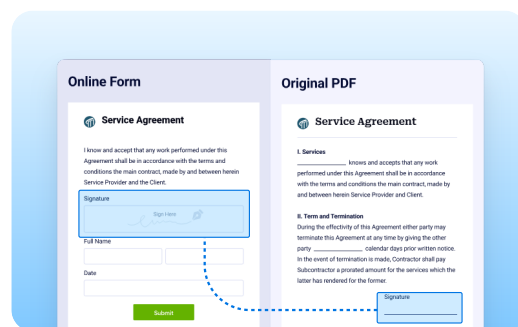
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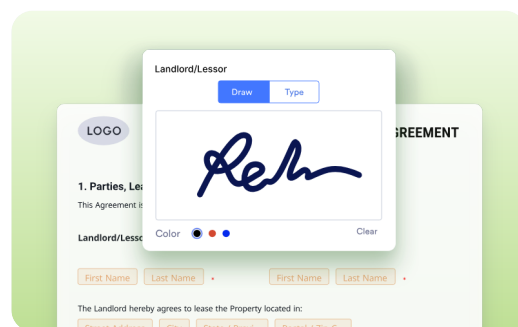
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