|  |  |  |  |
| --- | --- | --- | --- |
| **Salary Adjustment Notice** | | | |
| **Date\*：** | | | |
| **Name\*** |  | **Commencement Date\*** |  |
| **Department\*** |  | **Job Title\*** |  |
| **Notification Details** |  | **Previous Salary** |  |
| **New Department** |  | **New Job Title** |  |
| **Effective Date** |  | | |
| **Approved Salary** | | | |
| **Base Salary** |  | **Remarks** | |
| **Position Allowance** |  |  | |
| **Living Allowance** |  |
| **Skill Allowance** |  |
| **Field Allowance** |  |
| **Other** |  |
| **Total** |  |