

Salary Increment Review Form

Employee Details

Name: _____

Employee ID: _____

Position: _____

Current Salary: _____

Reason for Increment

1. Exceptional performance []
2. Completion of additional responsibilities []
3. Market adjustment []
4. Other: _____

Increment Proposal Table

Increment Type	Percentage/Amount	Reason for Increment	Remarks
Base Salary			
Bonus			
Benefits Adjustment			

Recommendation

Suggested Increment: _____

Comments from Manager: _____

Approval Section

Approved

Denied

Signature: _____

Date: _____