

Salary Revision Letter Batch

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Generates a merge-ready template and per-employee salary-revision letters from a list. Use it to issue increment letters at scale. For a single promotion, use the Promotion / Increment Letter.

Purpose of this tool & output

Generate increment letters at scale

How the output is used

Use it to generate increment letters at scale — consistent, compliant revision letters for a whole cycle.

Who receives it

Each letter is addressed to the individual employee whose pay is revised; a copy is kept in each personnel file.

How to submit / file it

Issue the revision letters after approvals with the revised CTC and effective date, obtain acknowledgements, and file them.

Who should vet it

HR, to confirm the revisions tie to the approved budget and framework before the batch is issued.

Important cautions

AI-generated batch; verify figures before issuing.

Companion documents

- Compensation Philosophy Document
- Salary Band Designer
- CTC Breakup Structurer
- Variable Pay / Incentive Plan
- ESOP Communication Note
- Benefits Benchmarking

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

