UAE salary increment letter

Editable sample letter: replace the details with your own records before signing

[Company letterhead]
Trade licence: [Trade licence number]
Date: [Issue date]
To whom it may concern,
This is to confirm that the monthly pay of [Employee Name], Emirates ID [Emirates ID], employed by [Company] as Front office agent, changes on [Effective date].
Emirate: Sharjah
Previous monthly pay, AED:
Basic: AED 4500
Housing allowance: AED 1800
Transport allowance: AED 400
Previous gross: AED 6700
Revised monthly pay, AED, from the effective date:
Basic: AED 5000
Housing allowance: AED 2000
Transport allowance: AED 400
Revised gross: AED 7400
Transport is unchanged. Basic and housing are the lines that move. No percentage is stated. This letter does not file a new ministry contract and does not calculate end-of-service gratuity.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____