

## **Pay Adjustment Acknowledgment Letter**

Date:

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To:

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From:

This letter serves as formal acknowledgment of the adjustment to your pay, effective \_\_\_\_\_.

The adjustment will reflect in your payroll starting from the above effective date. If you have questions or require further clarification, please contact the Human Resources department.

Please sign below to acknowledge the receipt and understanding of this pay adjustment.

Employee Signature:

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Date:

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