

[Your Company Letterhead]
[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Employee Name]
[Employee Position]
[Department]

Wage Adjustment Letter for Payroll Update

Dear [Employee Name],

We are writing to inform you of a change to your wage, effective [Effective Date]. After a recent review, your new wage rate will be [New Rate or Salary] per [Hour/Week/Month/Year].

Please note that this adjustment will be reflected in your payroll beginning on [Payroll Start Date]. All other terms and conditions of your employment remain unchanged.

If you have any questions regarding this change, please contact [HR Contact Name] at [HR Email/Phone Number].

Thank you for your continued contributions to [Company Name].

Sincerely,

[Manager/Supervisor Name]
[Title]
[Company Name]