

Compensation Review Outcome Letter

Date: _____

To: [Employee Name]

Position: [Job Title]

Department: [Department]

Dear [Employee Name],

Following our recent compensation review process, we are writing to inform you of the outcome as it pertains to your current position.

Compensation Review Summary

After careful evaluation of your performance, current market benchmarks, and internal equity standards, the following adjustments have been made to your compensation:

- **Current Base Salary:** [Current Salary]
- **New Base Salary (effective [effective date]):** [New Salary]
- **Additional Compensation (if applicable):** [Bonus Amount or N/A]

Rationale

The decision regarding your salary adjustment was reached based on:

- â€¢ Your contributions and performance over the review period.
- â€¢ External market competitiveness.
- â€¢ Internal salary structures and equity.

Next Steps

Please reach out to your manager or the HR department if you have any questions or require further clarification about this decision. We appreciate your continued contributions and commitment to the success of our team.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]