

Company Name

Address Line 1

Address Line 2

City, State ZIP

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Compensation Adjustment Notification

Dear [Employee Name],

We are pleased to inform you that, effective [Effective Date], your compensation will be adjusted as follows:

New Base Salary: [New Salary Amount] per [year/month/hour]

This adjustment reflects your contributions, performance, and the results of our recent compensation review.

We appreciate your hard work and commitment to the success of our team.

If you have any questions regarding this adjustment, please contact [HR Contact Name] at [Contact Information].

Thank you for your continued dedication and excellent performance.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]