

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

Subject: Notification of Mid-Year Cost of Living Allowance (COLA) Adjustment

We are pleased to inform you that [Company Name] has completed a mid-year review of current economic conditions. To help offset the rising costs of living and to show our appreciation for your continued commitment, the company has approved a Cost of Living Allowance (COLA) increase.

Effective [Date], your annual base salary will be adjusted as follows:

- Current Salary: [Current Amount]
- COLA Increase Percentage: [Percentage]%
- New Annual Salary: [New Amount]

This adjustment will be reflected in your paycheck starting [Date]. All other terms and conditions of your employment contract remain unchanged.

Thank you for your hard work and your contributions to the success of [Company Name]. If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]