

[Company Name]
[Department/HR Division]
[Date]

[Employee Name]
[Employee ID]
[Current Office Location]

Subject: Notification of Cost of Living Allowance (COLA) Adjustment

Dear [Employee Name],

This letter serves as formal notification regarding an adjustment to your Cost of Living Allowance (COLA) following your relocation to [New City/Country location], effective [Effective Date].

To ensure that your purchasing power remains consistent with your previous location, the company conducts periodic reviews of economic data, including inflation rates and local price indices. Based on the current geographic data for [New City/Country], your allowance has been calculated as follows:

- **Current Monthly Allowance:** [Amount]
- **New Monthly Allowance:** [Amount]
- **Net Change:** [Amount of increase/decrease]

This adjusted amount will be reflected in your paycheck starting from the [Month/Year] pay cycle. Please note that this allowance is subject to periodic reviews and may be adjusted in the future based on changes in economic conditions or corporate policy.

If you have any questions regarding this adjustment or the methodology used to calculate this figure, please contact the Human Resources department at [Contact Information].

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

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]