

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Modification of Remote Worker Cost of Living Allowance (COLA)

Dear [Employee Name],

This letter is to formally notify you of a modification to your Cost of Living Allowance (COLA) associated with your remote work arrangement. This adjustment is based on a periodic review of regional economic data and [Company Name]'s updated remote compensation policy.

Effective [Effective Date], your monthly Cost of Living Allowance will be adjusted as follows:

- **Current COLA Amount:** \$[Amount]
- **New COLA Amount:** \$[Amount]

This modification reflects the current cost of living metrics for your primary work location in [Employee City/State]. Please note that your base salary remains unchanged; this adjustment applies strictly to the supplemental allowance provided for geographic location costs.

The updated amount will be reflected in your paycheck starting on [Pay Date].

If you have any questions regarding this adjustment or the data used to determine this change, please contact the Human Resources department at [HR Contact Email/Phone].

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]