

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Host Country/City]

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

Dear [Employee Name],

As part of our ongoing commitment to ensure your international assignment compensation remains competitive and reflects current economic conditions, we have completed a periodic review of the Cost of Living Allowance (COLA).

Based on the latest data provided by our external mobility consultants and changes in local market indices, your COLA will be adjusted as follows:

- **Current Monthly COLA:** [Amount/Currency]
- **New Monthly COLA:** [Amount/Currency]
- **Effective Date:** [Date]

This adjustment accounts for fluctuations in goods and services prices and exchange rate movements between your home country and [Host Country]. All other terms and conditions of your assignment letter remain unchanged.

The updated amount will be reflected in your payroll cycle starting [Month, Year].

If you have any questions regarding this adjustment or how the index is calculated, please contact the Global Mobility Department or your HR Business Partner.

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

Sincerely,

[Name]

[Title]

[Company Name]