

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Salary and Cost of Living Allowance (COLA) Adjustment**

Dear [Employee Name],

We are pleased to inform you that following a recent compensation review, the company has approved an adjustment to your total remuneration package. These changes are intended to recognize your continued contributions and to address shifts in the current economic landscape.

Effective [Effective Date], your compensation details will be updated as follows:

- **Current Base Salary:** [Old Amount]
- **New Base Salary:** [New Amount]
- **Current Cost of Living Allowance:** [Old COLA Amount]
- **New Cost of Living Allowance:** [New COLA Amount]

The combined increase will be reflected in your paycheck starting from the [Date] pay cycle. All other terms and conditions of your employment contract remain unchanged.

We appreciate your hard work and dedication to [Company Name]. If you have any questions regarding these adjustments, please contact the Human Resources department.

Sincerely,

[Sender Name]

[Title]

[Company Name]