

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Annual Market Rate Salary Alignment

Dear [Employee Name],

As part of our annual commitment to maintaining competitive compensation, [Company Name] has completed its yearly review of market salary data for your position. The purpose of this review is to ensure that our pay scales remain aligned with current industry standards and economic conditions.

Based on this market analysis, we are pleased to inform you that your base salary has been adjusted to reflect the current market rate for your role. Your new compensation details are as follows:

- **Previous Annual Salary:** \$[Amount]
- **Market Alignment Increase:** \$[Amount]
- **New Annual Salary:** \$[Amount]
- **Effective Date:** [Date]

This adjustment is a reflection of our desire to retain top talent and ensure fairness across the organization. This change will be automatically reflected in your paycheck starting on [Pay Date].

We appreciate your continued contributions and dedication to the success of [Company Name]. If you have any questions regarding this adjustment, please contact your Human Resources representative.

Sincerely,

[Name]

[Title]

[Company Name]