

Date: [Date]

To: [Employee Name]

Job Title: [Current Job Title]

Employee ID: [ID Number]

Subject: Internal Equity Market Salary Alignment

Dear [Employee Name],

As part of our commitment to maintaining a fair and competitive workplace, [Company Name] regularly reviews our internal compensation structures and external market data. The goal of this process is to ensure that our team members are compensated equitably relative to their peers and current industry standards.

Following a recent comprehensive review of the [Department Name] compensation benchmarks, we are pleased to inform you that your base salary will be adjusted to better align with internal equity and current market values for your position.

Your salary adjustment details are as follows:

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

This adjustment is a proactive measure to ensure pay parity across the organization and does not replace or impact your eligibility for future performance-based merit increases or scheduled bonus cycles.

We want to thank you for your continued dedication and contributions to [Company Name]. Your hard work is integral to our success, and we are pleased to provide this adjustment in recognition of your value to the team.

If you have any questions regarding this adjustment, please feel free to contact [Name/Department] at [Contact Information].

Sincerely,

[Name]

[Title]

[Company Name]