

Date: [Date]

To: [Employee Name]

Subject: Notification of Market Rate Salary Alignment

Dear [Employee Name],

As part of our commitment to maintaining a competitive and fair workplace, [Company Name] recently conducted a comprehensive market analysis of our compensation structures. Our goal is to ensure that our salaries remain aligned with current industry standards and reflect the value of the talent within our organization.

Based on this review, we are pleased to inform you that your base salary will be adjusted to reflect current market rates for your role. This adjustment is an alignment based on external market data and is independent of your annual performance review.

Effective [Date], your new compensation details are as follows:

- **Previous Salary:** [Amount]
- **New Salary:** [Amount]

This change will be reflected in your paycheck starting on [Pay Date]. All other terms and conditions of your employment remain unchanged.

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

Sincerely,

[Name]

[Title]

[Company Name]