

Subject: Important Update Regarding Your Compensation

Dear [Employee Name],

As part of our commitment to attracting and retaining top talent, [Company Name] recently conducted a comprehensive market analysis of our compensation structures. Our goal is to ensure that our team members are rewarded fairly based on current industry standards and their individual contributions to our success.

Because of your exceptional performance and the value you bring to the [Department Name] team, we are pleased to inform you that your base salary has been adjusted to better align with the current market rate for your role.

Effective [Date], your new annual salary will be [New Salary Amount]. This represents an increase of [Percentage/Amount] over your previous compensation.

This adjustment is a reflection of our investment in you and our desire to see you continue your professional growth here at [Company Name]. We truly value your dedication, expertise, and the positive impact you have on our organization.

Please reach out to [Manager Name] or the HR department if you have any questions regarding this change. Thank you for your continued hard work and commitment.

Best regards,

[Your Name]

[Your Title]

[Company Name]