

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Notification of Mid-Year Market Salary Alignment

Dear [Employee Name],

As part of our commitment to maintaining competitive compensation within the industry, [Company Name] regularly reviews market data and salary benchmarks for our various roles.

Based on our most recent mid-year market analysis, we have decided to adjust your base salary to ensure it remains aligned with current market rates for your position and location. This adjustment is a reflection of the evolving market landscape and our desire to ensure our compensation remains fair and competitive.

Adjustment Details:

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

This increase 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 contributions to [Company Name]. If you have any questions regarding this adjustment, please feel free to reach out to [Department/Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]