

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Market Salary Alignment

Dear [Employee Name],

At [Company Name], we regularly conduct industry benchmark reviews to ensure our compensation packages remain competitive within the current market. This process involves analyzing salary data for similar roles across our industry and geographic location.

Following our most recent analysis, we are pleased to inform you that your base salary will be adjusted to align with current market standards for your position as [Job Title].

Effective [Effective Date], your new annual base salary will be [New Salary Amount].

This adjustment is a reflection of our commitment to fair compensation and our appreciation for the value you bring to the team. Please note that this is a market alignment adjustment and is independent of any upcoming performance-based merit cycles.

All other terms and conditions of your employment remains unchanged. You will see this change reflected in your paycheck on [Pay Date].

Thank you for your continued hard work and dedication to [Company Name]. If you have any questions regarding this adjustment, please contact [Department/Contact Name].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]