

[Date]

[Executive Name]

[Job Title]

[Company Name]

Dear [Executive Name],

As part of our commitment to maintaining a competitive leadership team, [Company Name] regularly conducts market analysis to ensure our executive compensation remains aligned with industry standards and peer organizations.

Following a recent comprehensive review of your role as [Job Title], we are pleased to inform you of a market rate alignment to your base salary. This adjustment recognizes your significant contributions to the company and ensures your compensation reflects the current market value for your expertise and responsibilities.

Effective [Effective Date], your annual base salary will be adjusted as follows:

- **Current Base Salary:** \$[Amount]
- **Market Alignment Increase:** \$[Amount]
- **New Base Salary:** \$[Amount]

All other terms of your executive employment agreement, including your participation in bonus programs and benefits packages, remain in full effect. This adjustment will be reflected in your paycheck starting [Pay Date].

We appreciate your continued leadership and the strategic value you bring to [Company Name]. We look forward to your ongoing success within the organization.

Sincerely,

[Signature]

[Name of Sender]

[Title, e.g., CEO or Board Chair]