

[Current Date]

[Employee Name]

[Employee ID]

[Job Title]

Subject: Salary Adjustment - Market Alignment

Dear [Employee Name],

As part of our commitment to retaining top talent, [Company Name] regularly reviews compensation levels to ensure they remain competitive with current industry standards.

Based on your exceptional performance and your ongoing contributions to the success of the [Department Name] team, we have completed a market analysis for your role. We are pleased to inform you that your base salary will be adjusted to better align with the current market rate.

Your new compensation details are as follows:

- **Current Annual Salary:** \$[Amount]
- **New Annual Salary:** \$[Amount]
- **Percentage Increase:** [Percentage]%
- **Effective Date:** [Date]

This adjustment is a reflection of your hard work, high-quality output, and the value you bring to the organization. We appreciate your dedication and look forward to your continued growth with us.

Please contact [HR Contact Name] if you have any questions regarding this change.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]