

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Delayed Probationary Salary Adjustment

Dear [Employee Name],

This letter is to formally notify you regarding the salary adjustment associated with the completion of your probationary period for the position of [Job Title].

While you successfully completed your probationary period on [Probation End Date], there has been a delay in processing the corresponding salary increase due to [Administrative Processing / Budgetary Review / System Updates].

Please be advised of the following details regarding your adjustment:

- **New Annual Salary:** [New Salary Amount]
- **Effective Date:** [Original Date Increase was Due]
- **Expected Payment Date:** [Date of Paycheck reflecting the change]

The adjustment will be applied retroactively to [Original Date Increase was Due]. This means your first paycheck following the update will include a one-time back-pay amount to cover the period between the effective date and the processing date.

We appreciate your patience and your continued contributions to the team. If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Manager Name]

[Title]

[Company Name]