

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Retroactive Salary Adjustment

Dear [Employee Name],

This letter is to formally confirm that you have successfully completed your probationary period effective [Probation Completion Date]. We appreciate your contributions to [Company Name] during this time.

In accordance with your employment agreement, your annual base salary has been increased from \$[Old Salary] to \$[New Salary], effective as of [Effective Date of Increase].

Because this adjustment is being processed retroactively, you will receive a one-time back-pay installment. This payment represents the difference between your previous and new salary rates for the period of [Start Date of Retro Period] to [End Date of Retro Period].

The retroactive payment and your updated salary rate will be reflected in your paycheck dated [Pay Date].

Thank you for your hard work and dedication. We look forward to your continued success with the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]