

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Conditional Salary Adjustment

Dear [Employee Name],

Congratulations on completing your initial probationary period with [Company Name], effective [Date].

As outlined in your employment agreement, your performance during this period has been reviewed. We are pleased to inform you that your base salary will be adjusted from [Old Salary Amount] to [New Salary Amount], effective [Date of Increase]. This change will be reflected in your paycheck starting [Date].

Please note that this adjustment is **conditional** upon the following terms:

- [Condition 1: e.g., Maintaining a specific performance rating over the next 6 months]
- [Condition 2: e.g., Completion of a specific certification or training program]
- [Condition 3: e.g., Continued adherence to company policies and attendance standards]

Failure to meet these ongoing conditions may result in a formal performance review or a reassessment of your compensation structure. We have full confidence that you will continue to contribute effectively to the team.

Please sign and return a copy of this letter to the Human Resources department to acknowledge your acceptance of these terms.

Sincerely,

[Manager Name]

[Title]

Acknowledgment:

I, [Employee Name], accept the salary adjustment and understand the conditions set forth in this letter.

Signature: _____ Date: _____