

Date: [Date]

To: [Employee Name]

Job Title: [Job Title]

Department: [Department Name]

Subject: Notification of Salary Adjustment

Dear [Employee Name],

As part of [Company Name]'s commitment to maintaining fair and competitive compensation practices, we regularly conduct internal pay equity reviews. These reviews ensure that employees in similar roles with comparable experience and performance are compensated consistently across the organization.

Following our most recent analysis, we are pleased to inform you that your base salary will be adjusted to ensure alignment with internal equity standards. This adjustment is not a result of a promotion or a standard merit increase, but rather a proactive step to ensure your compensation reflects our current internal pay structure.

The details of your adjustment are as follows:

- **Previous Annual Salary:** \$[Amount]
- **New Annual Salary:** \$[Amount]
- **Effective Date:** [Date]

This new salary will be reflected in your paycheck starting on [Pay Date]. All other terms and conditions of your employment remain unchanged.

We value your contributions to [Company Name] and thank you for your continued dedication to the team. If you have any questions regarding this adjustment, please contact [Name/Department] at [Contact Information].

Sincerely,

[Name]

[Title]

[Company Name]