

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Retroactive Internal Pay Equity Adjustment

Dear [Employee Name],

As part of our commitment to maintaining fair and competitive compensation practices, [Company Name] recently conducted an internal pay equity review. Based on this analysis, we are adjusting your base salary to ensure alignment with internal benchmarks for your role and experience level.

Salary Adjustment Details:

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

Retroactive Payment:

Because this adjustment is effective as of [Date], you are entitled to a retroactive payment covering the period from the effective date to the present. You will receive a one-time gross payment of \$[Amount], less applicable taxes and withholdings.

Payment Schedule:

Both the new salary rate and the retroactive payment will be reflected in your paycheck dated [Pay Date]. All other terms and conditions of your employment remains unchanged.

We appreciate your continued contributions to the team. Please contact the Human Resources department if you have any questions regarding this adjustment.

Sincerely,

[Sender Name]

[Title]

[Company Name]