

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Role Reclassification and Salary Adjustment

Dear [Employee Name],

As part of our commitment to maintaining internal pay equity and ensuring our compensation structure aligns with current industry standards, [Company Name] recently conducted a comprehensive review of our job classifications and salary grades.

Based on this evaluation, we are pleased to inform you that your current position, [Old Job Title], has been reclassified to [New Job Title], effective [Effective Date]. This change reflects a more accurate alignment of your responsibilities and contributions with our organizational structure.

In conjunction with this reclassification, your compensation has been adjusted to ensure equity within your new salary grade. Your new annual base salary will be [New Salary Amount], representing an increase of [Percentage/Amount] from your previous rate. This adjustment will be reflected in your paycheck dated [Pay Date].

Please note that your seniority date, benefits eligibility, and other terms of employment remain unchanged. All other provisions of your employment agreement continue to apply.

We appreciate your continued dedication and the value you bring to [Company Name]. If you have any questions regarding this reclassification or your new compensation details, please contact [HR Representative Name] at [Email/Phone Number].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]