

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Full Name]
[Employee ID]
[Department]

Subject: Internal Pay Equity Adjustment

Dear [Employee Name],

As part of our annual compensation review process, [Company Name] conducts regular audits to ensure that our pay structures remain fair, competitive, and consistent across the organization. This process includes an analysis of internal equity to ensure employees in similar roles with similar experience levels are compensated equitably.

Following our most recent review, we are pleased to inform you that your base salary will be adjusted to better align with our internal pay standards for your position. This adjustment is an investment in our commitment to pay equity and is independent of any performance-based merit increases you may have received.

Effective [Effective Date], your compensation will be updated as follows:

- **Previous Annual Salary:** \$[Amount]
- **Pay Equity Adjustment:** \$[Amount]
- **New Annual Salary:** \$[Amount]

This change will be reflected in your paycheck starting on [Pay Date]. All other terms and conditions of your employment remain the same.

We appreciate your hard work and your continued contributions to [Company Name]. If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Name of Sender]
[Title]
[Company Name]