

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Salary Adjustment

Dear [Employee Name],

The purpose of this letter is to inform you of an adjustment to your base salary, effective [Effective Date].

[Company Name] recently conducted a comprehensive market analysis and pay equity review. This process ensures that our compensation remains competitive within the industry and fair across our internal organization. Based on the findings of this review, your salary is being adjusted to align with current market benchmarks for your role.

Your new compensation details are as follows:

- Previous Salary: [Previous Amount]
- Adjustment Amount: [Increase Amount]
- New Salary: [New Amount]

Please note that this adjustment is independent of the annual performance review cycle. All other terms and conditions of your employment remain unchanged.

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

Sincerely,

[Signature]

[Sender Name]

[Sender Title]