

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

As part of our commitment to Diversity, Equity, and Inclusion (DEI), [Company Name] recently conducted a comprehensive internal pay equity audit. The goal of this initiative was to ensure that our compensation practices are fair, transparent, and consistent across all demographics and roles.

Following this review, we are pleased to inform you that your base salary is being adjusted to ensure it aligns with our equity standards and market benchmarks for your position.

Adjustment Details:

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

This adjustment is a proactive step to maintain a fair workplace and is not related to a performance review cycle or a change in your job responsibilities. You will see this change reflected in your paycheck starting on [Pay Date].

We value your contributions to [Company Name] and remain dedicated to fostering an inclusive environment where all employees are compensated equitably for their work.

If you have any questions regarding this adjustment, please contact the Human Resources department at [HR Phone/Email].

Sincerely,

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