

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Seniority-Based Pay Equity Adjustment

Dear [Employee Name],

As part of our commitment to maintaining a fair and transparent compensation structure, [Company Name] recently conducted a comprehensive internal pay equity review. This review evaluates compensation levels based on tenure, experience, and contribution within the organization.

Based on your years of service and continued dedication to the company, we are pleased to inform you that your base salary will be adjusted to reflect your seniority and professional growth. This adjustment is intended to ensure your compensation aligns with internal benchmarks for your role and tenure.

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

- **Previous Base Salary:** [Amount]
- **Adjustment Amount:** [Amount]
- **New Base Salary:** [Amount]

This adjustment will be reflected in your paycheck dated [Pay Date]. All other terms and conditions of your employment remain unchanged.

We value the expertise and stability you bring to [Department/Team Name]. Thank you for your continued hard work and commitment to our shared success.

Sincerely,

[Name]
[Title]
[Company Name]