

[Company Name]
[Department Name]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notification of Pay Equity Adjustment

Dear [Employee Name],

As part of our commitment to maintaining a fair and inclusive workplace, [Company Name] recently conducted a comprehensive pay equity review across the [Department Name] department. The goal of this analysis was to ensure that compensation is aligned with market standards and remains consistent for employees performing similar roles with comparable experience and performance.

Based on the results of this review, we are pleased to inform you that your base salary will be adjusted to ensure internal and external equity. This change is an investment in our talent and is not related to a change in your job title or responsibilities.

Your new compensation details are as follows:

- **Previous Base Salary:** [Amount]
- **New Base Salary:** [Amount]
- **Effective Date:** [Date]

This adjustment 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 the success of the [Department Name] team.

If you have any questions regarding this adjustment, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

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