

[Date]

[Employee Name]

[Employee ID]

[Job Title]

Subject: Promotion Related Pay Equity Adjustment

Dear [Employee Name],

Congratulations on your recent promotion to the position of [New Job Title].

Following a comprehensive review of our internal compensation structures and market data, we are pleased to inform you of a pay equity adjustment to your base salary. This adjustment is designed to ensure your compensation is aligned with both the responsibilities of your new role and the pay levels of comparable positions within the organization.

Effective [Effective Date], your new annual base salary will be \$[Amount]. This represents an increase of [Percentage]% from your previous salary.

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

Thank you for your continued dedication and contributions to [Company Name]. We look forward to your success in this new role.

Sincerely,

[Name]

[Title]

[Company Name]