

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Pay Equity Adjustment - Integration Update

Dear [Employee Name],

Following the recent merger between [Company A] and [Company B], our Human Resources and Compensation teams have conducted a comprehensive review of our combined organizational structure. Our goal is to ensure that all compensation remains competitive, fair, and aligned across the new entity.

As a result of this review, we are pleased to inform you that your base salary will be adjusted to align with our new unified compensation framework. This adjustment is intended to ensure internal equity among peer roles within the integrated company.

Your new compensation details are as follows:

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

This adjustment is a structural alignment and does not affect your next scheduled performance review or eligibility for future merit increases. All other terms and conditions of your employment remain unchanged.

We value your contributions during this transition period. Should you have any questions regarding this adjustment, please contact [Name/Department] at [Contact Information].

Sincerely,

[Name]

[Title]

[Company Name]

Acknowledgment:

I acknowledge receipt of this notification regarding my pay equity adjustment.

[Employee Signature]

[Date]