

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Notification of Salary Adjustment - Pay Equity Review

Dear [Employee Name],

As part of our commitment to maintaining a fair and competitive workplace, [Company Name] recently conducted a comprehensive internal pay equity audit. The goal of this review was to identify and address instances of salary compression-where the pay difference between employees is minimal regardless of their tenure, experience, or specialized skills.

Based on the findings of this audit, we are pleased to inform you that your base salary will be adjusted to better reflect your professional contributions and to ensure equitable positioning within your department.

Your updated compensation details are as follows:

- Current Base Salary: [Current Amount]
- New Base Salary: [New Amount]
- Percentage Increase: [Percentage]%
- Effective Date: [Date]

This adjustment is a proactive measure to ensure your compensation aligns with your level of experience and the current market standards for your role. Please note that this increase is independent of any upcoming performance-based merit cycles or bonus eligibility.

We appreciate your continued dedication and the value you bring to [Company Name]. If you have any questions regarding this adjustment, please feel free to reach out to [Contact Name/Human Resources].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]