

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Internal Pay Equity Adjustment

Dear [Employee Name],

At [Company Name], we are committed to maintaining a fair and competitive compensation structure. As part of our commitment to pay equity, we regularly conduct internal reviews to ensure that our team members are compensated fairly based on their roles, responsibilities, and market benchmarks.

Following a mid-year compensation analysis, we are pleased to inform you that your base salary will be adjusted to ensure internal alignment within your peer group and the broader organization.

Effective [Effective Date], your new compensation details are as follows:

- Current Base Salary: [Amount]
- Adjustment Amount: [Amount]
- New Base Salary: [Amount]

This adjustment is retroactive to [Retroactive Date, if applicable]. You will see this change reflected in your paycheck on [Pay Date].

Please note that this is an out-of-cycle equity adjustment and is separate from the annual performance review process. All other terms and conditions of your employment remain unchanged.

We appreciate your continued contributions and dedication to [Company Name]. If you have any questions regarding this adjustment, please contact [HR Representative Name] at [Email/Phone Number].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]