[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Notice of Role Reclassification and Salary Adjustment

Dear [Employee Name],

As part of our commitment to maintaining fair and competitive compensation, [Company Name] recently conducted a comprehensive market equity review of our internal roles and current industry benchmarks.

Based on this evaluation, we are pleased to inform you that your position has been reclassified. Effective [Effective Date], your new job title will be **[New Job Title]** and your compensation will be adjusted to reflect current market standards.

Adjustment Details:

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

Your new salary will be reflected in the pay cycle dated [Pay Date]. Please note that all other terms and conditions of your employment contract remain unchanged.

This adjustment is a recognition of the value of your role within the organization and our desire to ensure your compensation remains equitable with the external market. We appreciate your continued contributions and dedication to the team.

Please sign below to acknowledge receipt of this notification and return a copy to the Human Resources department.

Sincerely,

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

_____

Employee Signature

_____

Date