

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Salary Revision Due to Global Economic Conditions

Dear [Employee Name],

We are writing to formally notify you of a revision to your annual compensation. This decision follows a comprehensive review of our corporate budget in light of the current global economic climate, rising inflation, and shifting market trends.

Despite the challenges posed by the global economy, [Company Name] remains committed to supporting our workforce. To ensure our compensation remains competitive and to mitigate the impact of increased living costs, your salary has been adjusted as follows:

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

This adjustment will be reflected in your next pay cycle. All other terms and conditions of your employment contract remain unchanged.

We appreciate your continued dedication and the vital role you play in the success of the company during these volatile economic times. If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]