

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Geographic Pay Adjustment

Dear [Employee Name],

This letter confirms the adjustment to your compensation following your relocation to [New City/State], effective [Effective Date].

As part of our company policy, base salaries are adjusted to reflect the cost of labor and geographic differentials associated with your new work location. Based on your move from [Old Location] to [New Location], your compensation has been updated as follows:

- **Previous Annual Base Salary:** \$[Amount]
- **Geographic Adjustment Percentage:** [Percentage]%
- **New Annual Base Salary:** \$[Amount]

This adjustment will be reflected in your paycheck dated [Pay Date]. Your current job title, duties, and benefits eligibility remain unchanged unless otherwise communicated.

Please sign and return a copy of this letter to the HR Department by [Date] to acknowledge receipt of this information.

If you have any questions regarding this adjustment, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Manager Name/HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge that I have received and reviewed this notice of geographic pay adjustment.

Signature: _____ Date: _____