

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Geographic Pay Adjustment due to Voluntary Relocation

Dear [Employee Name],

This letter confirms the approval of your request to voluntarily relocate your primary work location from [Current City/State] to [New City/State], effective [Effective Date].

As per our company compensation policy, base salaries are aligned with local labor markets. Because you are moving to a location with a different cost-of-labor market, your compensation will be adjusted to remain consistent with the salary range for your position in your new geographic area.

Your new compensation details are as follows:

- **Current Base Salary:** \$[Amount]
- **New Base Salary:** \$[Amount]
- **Adjustment Type:** [Increase/Decrease]
- **Pay Frequency:** [Monthly/Bi-weekly]

Please note that your job title, core responsibilities, and benefits eligibility remain unchanged by this relocation. This salary adjustment will be reflected in your paycheck starting on [Pay Date].

If you have any questions regarding these changes, please contact the Human Resources department at [Phone Number/Email].

Please sign below to acknowledge your acceptance of this geographic pay adjustment.

Sincerely,

[Name of Manager or HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I accept the terms of the voluntary relocation and the corresponding adjustment to my compensation as outlined above.

Signature: _____ Date: _____