

[Date]

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

Subject: Notification of Geographic Pay Adjustment

Dear [Employee Name],

As a result of your company-initiated relocation to [New City/Office Location], we are writing to formally notify you of an adjustment to your compensation. This adjustment is based on the cost-of-labor differentials associated with your new geographic work location.

Effective [Effective Date], your compensation will be modified as follows:

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

This adjustment is a reflection of local market data and company policy regarding geographic pay zones. All other terms and conditions of your employment remains unchanged. Your payroll taxes and withholdings will be updated to reflect your new work location and salary amount starting with the pay period ending [Date].

If you have any questions regarding this adjustment or your relocation benefits package, please contact the Human Resources Department at [Phone Number/Email].

We appreciate your continued contributions to [Company Name] and wish you success in your new location.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Acknowledgment:

I acknowledge receipt of this notification regarding my geographic pay adjustment.

Signature: _____ Date: _____