

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notification of Geographic Pay Adjustment - International Relocation

Dear [Employee Name],

This letter confirms the adjustment to your compensation following your international relocation from [Origin City/Country] to [Destination City/Country], effective [Effective Date].

As part of our global mobility policy, base salaries are aligned with local labor markets and the cost of labor in the specific geographic region. Based on your new work location in [Destination City], your compensation has been adjusted as follows:

- **Previous Base Salary:** [Amount/Currency]
- **New Base Salary:** [Amount/Currency]
- **Geographic Differential/Allowance (if applicable):** [Amount/Currency]
- **Pay Frequency:** [e.g., Monthly/Bi-weekly]

Please note that your salary will now be paid in [Local Currency] and will be subject to local taxation and statutory deductions in [Destination Country].

All other terms and conditions of your employment contract remain in effect. This adjustment does not change your original hire date or seniority with [Company Name].

Please sign and return a copy of this letter to signify your acceptance of these updated compensation terms.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the geographic pay adjustment as outlined above.

Signature: _____ Date: _____