

[Company Letterhead / Logo]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Relocation and Geographic Pay Adjustment

Dear [Employee Name],

This letter serves as formal confirmation of your temporary relocation to the [New Location/City] office, effective from [Start Date] to [End Date]. This relocation is required to support [Project Name / Business Reason].

To account for the difference in the cost of labor and living expenses in [New Location/City], your compensation will be adjusted via a temporary geographic differential.

Adjustment Details:

- **Current Base Salary:** \$[Amount]
- **Temporary Monthly Differential:** \$[Amount]
- **Total Temporary Monthly Gross Pay:** \$[Amount]

This adjustment is temporary and is strictly tied to your physical work location during this assignment. The geographic differential will cease automatically on [End Date], or upon your return to your home office, whichever occurs first. At that time, your compensation will revert to your standard base rate.

Please note that this adjustment does not change your underlying base salary for the purposes of calculating annual merit increases or bonus targets, which will continue to be based on your home office rate.

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to [Department Name/Contact Person] by [Deadline Date] to acknowledge your receipt and understanding of these terms.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I accept the terms of the temporary relocation and geographic pay adjustment as outlined above.

Signature: _____ Date: _____