

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Geographic Pay Adjustment

Dear [Employee Name],

This letter serves as formal notification regarding the adjustment to your compensation following your relocation to [New City/State], effective [Effective Date].

To ensure that our compensation remains competitive and aligned with the local cost of living and labor market in your new work location, the company has applied a geographic pay adjustment to your base salary.

Your new compensation details are as follows:

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

This adjustment will be reflected in your paycheck starting [Pay Date]. Please note that your job title, responsibilities, and eligibility for benefits remain unchanged unless otherwise specified in your transfer agreement.

If you have any questions regarding this adjustment or your payroll transition, please contact the Human Resources department at [HR Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]