

[Date]

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

Subject: Notification of Geographic Pay Adjustment

Dear [Employee Name],

This letter is to confirm the update to your compensation following your relocation to [New City/State], effective [Effective Date].

As a remote organization, our compensation structure is based on local labor markets and geographic cost-of-labor differentials. Because you are moving from a [Current Tier/Zone] location to a [New Tier/Zone] location, your base salary has been adjusted to align with the market rates for your new residence.

Your new compensation details are as follows:

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

This change will be reflected in your paycheck issued on [Pay Date]. All other terms and conditions of your employment remain unchanged. Please note that your benefits eligibility is not affected by this geographic adjustment, though local tax withholdings will be updated to reflect your new address.

Please sign below to acknowledge receipt of this notification and return a copy to the HR department by [Date].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received and understood the terms of this geographic pay adjustment.

Signature: _____ Date: _____