

[Company Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Executive Name]  
[Current Title]  
[Current Address]

Re: Notice of Geographic Pay Adjustment

Dear [Executive Name],

As part of your relocation to [New Office Location/Region] effective [Date], we have completed a formal review of your compensation structure based on current market data and cost-of-labor differentials for the new geographic area.

Effective [Effective Date of Change], your annual base salary will be adjusted as follows:

- Current Base Salary: [Amount]
- Geographic Adjustment: [Amount or Percentage Increase/Decrease]
- New Base Salary: [Amount]

This adjustment is designed to align your compensation with the regional market standards for executive leadership roles in [New City/State]. All other components of your executive compensation package, including your [Bonus Eligibility, Equity Grants, and Benefits], will remain in effect according to the terms of your original employment agreement.

Please note that this adjustment does not change your seniority or original hire date. This letter serves as a formal amendment to your compensation record.

Please sign and return a copy of this letter to acknowledge your receipt and acceptance of these terms.

Sincerely,

[Signature]  
[Name of HR Executive or CEO]  
[Title]

**Acknowledgement:**

\_\_\_\_\_  
[Executive Name]  
Date: \_\_\_\_\_