

[Date]

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

Subject: Notification of Tier Upgrade and Geographic Pay Adjustment

Dear [Employee Name],

This letter is to formally notify you of a change in your compensation and position tier following your relocation to [New City/Location].

Due to the change in your primary work location and the associated cost-of-labor market, your position has been upgraded to [New Tier Level]. This change is effective as of [Effective Date].

As a result of this tier upgrade and the geographic pay adjustment for your new location, your compensation has been updated as follows:

- **Previous Base Salary:** \$[Amount]
- **New Base Salary:** \$[Amount]
- **Geographic Differential/Adjustment:** \$[Amount or Percentage]
- **Pay Frequency:** [Monthly/Bi-weekly]

All other terms and conditions of your employment contract remain unchanged. Your new salary will be reflected in the pay cycle starting [Date].

Please acknowledge your receipt of this notification by signing below and returning a copy to the HR department by [Deadline Date].

Sincerely,

[Manager Name]
[Title]
[Company Name]

Employee Acknowledgment:

I accept the terms of the tier upgrade and geographic pay adjustment as outlined above.

Signature: _____ Date: _____