

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Office Location]

Subject: Notification of Geographic Pay Adjustment due to Relocation

Dear [Employee Name],

This letter is to formally confirm the adjustment to your compensation following your approved relocation from [Current City/State] to [New City/State], effective [Effective Date].

As part of our company compensation policy, base salaries are aligned with geographic labor markets categorized into tiers. Your new work location is classified as [New Tier Level], which is a different tier than your previous location. Consequently, a geographic pay adjustment is required to align your salary with the local market rates of your new residence.

Updated Compensation Details:

- Current Base Salary: [Amount]
- Geographic Tier Change: [Old Tier] to [New Tier]
- New Base Salary: [Amount]
- Effective Date of Change: [Date]

Please note that your job title, core responsibilities, and eligibility for benefits remain unchanged by this relocation. This adjustment is strictly a reflection of the cost-of-labor differential between your previous and new geographic locations.

If you have any questions regarding this adjustment or how it appears on your pay statement, please contact the Human Resources department at [Contact Information].

We wish you the best in your new location and appreciate your continued contributions to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

I acknowledge that I have received and reviewed this notification regarding my geographic pay adjustment.

Employee Signature: _____ Date: _____