

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Geographic Pay Adjustment

Dear [Employee Name],

This letter confirms the details of your temporary relocation for a short-term assignment to **[Location Name]**. This assignment is scheduled to begin on **[Start Date]** and is expected to conclude on or about **[End Date]**.

Due to the difference in the cost of labor and cost of living in the assignment location, your compensation will be adjusted to reflect a geographic pay differential. Please find the details of your temporary adjustment below:

- **Current Base Salary:** \$[Amount]
- **Geographic Adjustment Percentage:** [Percentage]%
- **New Temporary Base Salary:** \$[Amount]
- **Effective Date:** [Date]

This adjustment is temporary and is strictly tied to your physical presence and work performance at the **[Location Name]** office. Upon the completion of this assignment and your return to your home location, your compensation will revert to your standard base rate of \$[Amount], subject to any standard performance or cost-of-living increases that may have occurred in the interim.

Please note that all other terms and conditions of your employment remain unchanged. If the duration of your assignment is extended or shortened, you will receive a secondary notification regarding the status of this pay adjustment.

If you have any questions regarding this adjustment or your benefits during this period, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Manager Name]

[Title]

[Company Name]

Acknowledgment:

I accept the terms of this temporary geographic pay adjustment as outlined above.

[Employee Signature] Date: [Date]