

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Conditional Salary Adjustment

Dear [Employee Name],

This letter serves as formal notification regarding a conditional adjustment to your annual base salary, contingent upon the successful completion of your [Name of Degree/Certification] from [Educational Institution].

In recognition of the increased professional value this qualification brings to [Company Name], your salary will be adjusted as follows:

- **Current Salary:** [Amount]
- **Adjusted Salary:** [Amount]
- **Adjustment Type:** [Percentage or Flat Increase]

Conditions for Adjustment:

The implementation of this salary increase is subject to the following requirements:

1. Completion of the degree program no later than [Date].
2. Submission of an official transcript or diploma to the Human Resources department.
3. Maintaining a "Satisfactory" or higher performance rating during the interim period.

Upon verification of the completed degree, the new salary will become effective on the first pay period following the date of verification.

We appreciate your commitment to professional development and your continued contributions to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I accept the terms of this conditional salary adjustment.

Signature: _____ Date: _____