

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Salary Adjustment - Market Value Alignment

Dear [Employee Name],

At [Company Name], we regularly review our compensation structures to ensure that our salaries remain competitive within the current industry landscape and reflect the value of our talent.

Based on a recent market analysis of your role and your continued contributions to the team, we are pleased to inform you that your annual base salary will be adjusted to reflect current market alignment. We value your commitment to the organization and wish to ensure your compensation is commensurate with your expertise and the external market rate.

Effective [Date], your new compensation details are as follows:

- Current Annual Salary: [Old Salary Amount]
- New Annual Salary: [New Salary Amount]
- Percentage Increase: [Percentage]%

This adjustment will be reflected in your paycheck issued on [Pay Date]. All other terms and conditions of your employment remain unchanged.

We appreciate your hard work and the significant impact you have on [Department/Company Name]. We look forward to your continued success with us.

Sincerely,

[Sender Name]

[Title]

[Company Name]