

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Salary Adjustment Notification

Dear [Employee Name],

As part of our ongoing commitment to talent retention and ensuring our compensation remains competitive within the current market, we have conducted a formal review of your role and contributions to [Company Name].

We highly value your expertise and the impact you have made on our team. To ensure your compensation aligns with your performance and industry standards, we are pleased to inform you that your annual base salary will be adjusted as follows:

- **Current Salary:** \$[Amount]
- **New Salary:** \$[Amount]
- **Effective Date:** [Date]

This adjustment reflects our desire to see you continue your professional growth within this organization. All other terms and conditions of your employment remains unchanged.

Thank you for your hard work and continued dedication to [Company Name]. Please sign below to acknowledge receipt of this notification.

Best regards,

[Manager Name]

[Title]

[Company Name]

Acknowledgment:

[Employee Signature]

Date: _____