

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

As part of our commitment to maintaining a fair and competitive workplace, [Company Name] recently conducted a comprehensive review of our internal compensation structures. This review ensures that our team members are compensated equitably relative to their roles, experience, and market benchmarks.

We are pleased to inform you that, based on this analysis, your compensation will be adjusted to reflect an internal equity alignment. This adjustment also serves as a recognition of your valuable contributions to the company and our desire to ensure your long-term success with the team.

Effective [Effective Date], your compensation will be updated as follows:

- **Previous Base Salary:** \$[Amount]
- **New Base Salary:** \$[Amount]
- **Adjustment Percentage:** [Percentage]%

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

We truly value your dedication and the impact you have on [Department/Company Name]. We look forward to your continued growth and success with us.

Please sign below to acknowledge receipt of this notification.

Sincerely,

[Manager or HR Name]

[Title]

[Company Name]

Acknowledgment:

[Employee Signature]

[Date]