

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Notification of Market Salary Adjustment

Dear [Employee Name],

At [Company Name], we are committed to attracting and retaining top talent by ensuring our compensation remains competitive within the current industry landscape. We regularly review market data to ensure our team members are being recognized fairly for their expertise and contributions.

As a result of our most recent market analysis, I am pleased to inform you that we are proactively adjusting your base salary. Your commitment to excellence has been a vital part of our success, and we want to ensure your compensation reflects both your value to the firm and the current market standards.

Effective [Effective Date], your new annual salary will be [New Salary Amount]. This represents an increase of [Percentage/Amount] over your previous compensation.

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

Thank you for your continued hard work and dedication to [Company Name]. We look forward to your ongoing contributions to our team.

Sincerely,

[Manager/HR Name]

[Title]

[Company Name]