

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Position Re-Evaluation and Salary Adjustment

Dear [Employee Name],

Following a recent review of your current role and responsibilities, the Human Resources department and leadership team have completed a formal re-evaluation of your position, [Job Title].

Based on the increased complexity and scope of your duties, your position has been re-classified. Along with this change, your compensation has been adjusted to remain competitive with market standards and to reflect your contributions to the organization.

The details of your adjustment are as follows:

- **New Job Title:** [New Job Title, if applicable]
- **New Annual Salary:** \$[Amount]
- **Exemption Status:** Exempt
- **Effective Date:** [Date]

As an exempt employee, you will continue to be paid on a salaried basis and are ineligible for overtime pay under the Fair Labor Standards Act (FLSA). All other terms and conditions of your employment remains unchanged.

We appreciate your hard work and continued dedication to [Company Name]. Please sign below to acknowledge receipt of this notification and return a copy to Human Resources.

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment:

[Employee Signature]

[Date]