

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Salary Adjustment Upon Return from Leave of Absence

Dear [Employee Name],

Welcome back to [Company Name]. We are pleased to have you return to your position as [Job Title] following your extended leave of absence.

This letter is to formally notify you of an adjustment to your base salary. Based on [reason for adjustment, e.g., annual cost-of-living increase, departmental market adjustment, or performance review prior to leave], your annual salary has been increased.

Effective [Date of Return], your new salary will be \$[Amount] per [year/hour].

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

Please sign below to acknowledge receipt of this notification and return a copy to the Human Resources department.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

[Employee Signature]

[Date]