

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Salary Adjustment upon Return from Maternity Leave

Dear [Employee Name],

Welcome back to the team. We are pleased to have you return to your position as [Job Title] following your maternity leave.

This letter is to formally notify you of an adjustment to your base salary, effective [Date of Return]. Your new annual salary will be [New Salary Amount], which represents a [Percentage]% increase from your previous salary of [Old Salary Amount].

This adjustment is being made in accordance with [Company Name]'s policy regarding [Annual Merit Increase / Cost of Living Adjustment / Internal Salary Review] that took place during your absence.

All other terms and conditions of your employment contract remain unchanged. Your updated compensation will be reflected in your first paycheck following your return on [Pay Date].

If you have any questions regarding this adjustment or your benefits, please contact the Human Resources department.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]