

[Company Name]
[Department]
[Company Address]

[Date]

[Employee Name]
[Employee Address]

Re: Compensation Adjustment Following Return from Medical Leave

Dear [Employee Name],

Welcome back to the team. We are pleased to have you return to your position as [Job Title] effective [Return Date].

This letter is to formally notify you of an adjustment to your compensation. In accordance with [Company Policy/Collective Bargaining Agreement/Performance Review Cycle], your salary has been reviewed following your return from medical leave.

Effective [Effective Date], your new [Annual Salary/Hourly Rate] will be [New Amount]. This represents a [Percentage]% increase from your previous rate of [Old Amount].

This adjustment is based on [Reason: e.g., Cost of living adjustment, scheduled annual merit increase, or job reclassification].

All other terms and conditions of your employment contract remain unchanged. Your new compensation will be reflected in your paycheck dated [Pay Date].

If you have any questions regarding this adjustment, please contact the Human Resources department at [HR Phone Number/Email].

Sincerely,

[Sender Signature]

[Sender Name]
[Sender Title]

Acknowledged by:

[Employee Name]
Date: [Date]