

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Salary Adjustment Upon Return from Sabbatical Leave

Dear [Employee Name],

Welcome back to [Company Name]. We are pleased to have you return to your position as [Job Title] following your sabbatical leave, which concluded on [Date].

This letter serves as formal notification regarding the modification of your compensation. Effective [Date], your base salary will be adjusted to \$[Amount] per [Year/Month].

This adjustment is based on [Reason: e.g., Cost of living increase / Scheduled performance review / Structural salary updates / Return to full-time status].

All other terms and conditions of your employment contract remain in full force and effect. Your revised salary will be reflected in the payroll cycle ending [Date].

Please sign and return a copy of this letter to the Human Resources department to acknowledge your receipt of this update.

Sincerely,

[Signature]

[Manager Name]

[Title]

Acknowledgment:

I, [Employee Name], acknowledge receipt of this salary modification notice.

Signature: _____ Date: _____