

Subject: Notification of Pay Adjustment - Return from Military Leave

Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]

Dear [Employee Name],

Welcome back to [Company Name]. This letter serves as formal notification regarding the adjustment of your compensation following your return from active military service on [Return Date].

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and company policy, your salary has been reviewed to ensure it reflects the pay rate you would have attained with reasonable certainty had you remained continuously employed.

Effective [Effective Date], your pay details are as follows:

- **Previous Base Salary/Rate:** \$[Amount]
- **New Base Salary/Rate:** \$[Amount]
- **Adjustment Reason:** [e.g., General Wage Increase / Cost of Living Adjustment / Scheduled Seniority Increase]

This adjustment will be reflected in your paycheck issued on [Pay Date]. Any retroactive pay owed from the date of your reinstatement to the date of this processing will be included in that disbursement.

If you have any questions regarding this adjustment or your benefits enrollment following your return, please contact the Human Resources Department at [Phone Number] or [Email Address].

Thank you for your service to our country.

Sincerely,

[Your Name]
[Your Title]
[Company Name]