

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee ID]

[Employee Address]

**Subject: Notification of Base Salary Adjustment**

Dear [Employee Name],

Welcome back to [Company Name]. We are pleased to have you return from your leave of absence.

This letter is to formally notify you of an adjustment to your base salary. Based on [reason, e.g., an annual performance review cycle / a cost-of-living adjustment / a structural pay grade update] that occurred during your absence, your compensation has been updated.

Effective [Date], your new annual base salary will be \$[Amount]. This represents an increase of [Percentage]% from your previous salary of \$[Former Amount].

All other terms and conditions of your employment remain unchanged. This increase will be reflected in your paycheck starting [Pay Date].

Thank you for your continued contributions to the team. If you have any questions regarding this adjustment, please contact the Human Resources department.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge receipt of this salary adjustment notification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_