

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Prorated Salary Adjustment

Dear [Employee Name],

We are pleased to welcome you back to work following your leave of absence. This letter serves to confirm your return to work date and the details regarding your salary adjustment for the current pay period.

Your official return date is recorded as **[Date of Return]**. Because this date falls mid-way through our standard payroll cycle, your compensation for the period of **[Start Date of Pay Period]** to **[End Date of Pay Period]** will be prorated based on your actual days worked.

Salary Adjustment Details:

- Annual Base Salary: \$[Amount]
- Standard Monthly/Bi-weekly Gross Salary: \$[Amount]
- Number of Working Days in Period: [Number]
- Actual Days Worked in Period: [Number]
- **Total Prorated Gross Payment: \$[Amount]**

Your regular full salary will resume as normal starting with the next pay cycle on [Date of Next Full Pay Cycle].

If you have any questions regarding these calculations, please contact the Payroll or Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]