

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Salary Adjustment Upon Return from Leave of Absence

Dear [Employee Name],

Welcome back to [Company Name]. We are pleased to have you return to your position as [Job Title] following your leave of absence.

During your absence, the annual merit review process was completed. Based on your performance contributions prior to your leave and in accordance with our compensation guidelines, we are pleased to inform you that you have been granted a merit-based salary increase.

Your new compensation details are as follows:

Previous Annual Salary: [Amount]

Merit Increase Percentage: [Percentage]%

New Annual Salary: [Amount]

Effective Date: [Date]

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

Thank you for your continued dedication to the team. We look forward to your contributions in the coming year.

Sincerely,

[Sender Name]

[Title]

[Company Name]