

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of Salary Adjustment Upon Return from FMLA Leave

Dear [Employee Name],

Welcome back to work. We are pleased to have you return to your position as [Job Title] following your Family and Medical Leave (FMLA), effective [Return Date].

This letter is to formally notify you of an adjustment to your base salary. During your absence, the company implemented [a cost-of-living adjustment / a merit-based increase / a market adjustment] that applies to your position. As a result, your annual salary has been increased from \$[Old Salary] to \$[New Salary].

This adjustment is effective as of [Effective Date]. You will see this change reflected in your paycheck on [Pay Date].

Your other benefits and terms of employment remain unchanged. If you have any questions regarding this adjustment or your return to work, please contact the Human Resources department.

Sincerely,

[Signature]
[Name of Manager or HR Representative]
[Title]