

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Notification of Compensation Adjustment upon Return from Unpaid Leave

Dear [Employee Name],

We are pleased to welcome you back to [Company Name] following your unpaid leave of absence, which commenced on [Start Date] and concluded on [End Date].

This letter serves as formal notification regarding the adjustment of your compensation effective as of your return date, [Return Date]. Due to [Reason for adjustment, e.g., company-wide salary updates, role changes, or pro-rated annual adjustments], your new compensation details are as follows:

- **Previous Base Salary/Rate:** [Amount]
- **New Base Salary/Rate:** [Amount]
- **Effective Date:** [Date]

All other terms and conditions of your employment contract remain unchanged. Please note that any benefits or accruals affected by your period of unpaid leave will be updated in the system accordingly.

If you have any questions regarding this adjustment or your payroll processing, please contact the Human Resources department at [Phone Number/Email].

Welcome back to the team.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acknowledgment:

I, [Employee Name], acknowledge receipt of this letter and understand the changes to my compensation as outlined above.

Employee Signature

Date