

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Salary Adjustment Following Return from Extended Absence

Dear [Employee Name],

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

In accordance with our annual compensation review policy and to ensure your pay remains aligned with current market rates and internal equity, we have processed an adjustment to your base salary.

Your new compensation details are as follows:

- **Previous Annual Salary:** \$[Amount]
- **Annual Salary Increase:** \$[Amount] / [Percentage]%
- **New Annual Salary:** \$[Amount]
- **Effective Date:** [Date]

All other terms and conditions of your employment contract remain unchanged. This adjustment will be reflected in your next pay cycle on [Pay Date].

If you have any questions regarding this adjustment or your benefits upon return, please contact the Human Resources department.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]