

[Date]

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

Dear [Employee Name],

We are pleased to provide you with this updated offer regarding your compensation and benefits package at [Company Name], effective [Effective Date]. This update reflects [reason for change, e.g., your recent promotion / annual market adjustment / internal restructuring].

1. Position: Your current title will be [Job Title], reporting to [Manager Name].

2. Compensation: Your new base salary will be \$[Amount] per [Year/Hour]. This will be paid in accordance with the company's standard payroll schedule.

3. Performance Bonus: [Optional: You are eligible for an annual performance bonus with a target of [Percentage]% of your base salary, based on individual and company performance metrics.]

4. Benefits Update: In addition to your salary, your updated benefits package includes:

- [Benefit 1: e.g., Health, Dental, and Vision Insurance]
- [Benefit 2: e.g., Retirement Plan / 401k Matching]
- [Benefit 3: e.g., Paid Time Off (PTO) allotment of X days per year]
- [Benefit 4: e.g., Stock Options or Equity Grants]

All other terms and conditions of your employment agreement remain unchanged. Please review the attached detailed summary of benefits for further information.

To accept this updated offer, please sign and return a copy of this letter by [Deadline Date].

We appreciate your continued contributions to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the updated compensation and benefits offer as outlined above.

Signature

Date