

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

[Date]

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

**Subject: Commitment to Future Compensation Review**

Dear [Employee Name],

This letter serves as a formal commitment regarding the review of your current compensation package. We value your contributions to [Company Name] and acknowledge your recent discussions regarding your salary.

While we are unable to implement an immediate adjustment at this time, the company formally commits to performing a comprehensive review of your base salary and total compensation on or before [Date of Review].

This review will take into consideration the following factors:

- Individual performance and achievement of established goals.
- Current market data for your specific role and responsibilities.
- The company's overall financial performance and budget availability.

Please note that while this letter guarantees a formal review process, it does not guarantee a specific percentage increase or a definitive adjustment to your current pay. Any changes resulting from this review will be communicated to you in writing following the evaluation period.

We appreciate your continued dedication and hard work. Should you have any questions regarding this timeline, please feel free to reach out to [Name/Department].

Sincerely,

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

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**Employee Acknowledgment:**

I acknowledge receipt of this commitment letter and understand the terms of the upcoming compensation review.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_