[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Salary Adjustment - Internal Transfer

Dear [Employee Name],

Following your recent transfer to the position of [New Job Title] within the [New Department] department, effective [Effective Date], we are pleased to confirm an adjustment to your compensation.

Your new annual base salary will be [New Salary Amount], which will be paid in [Monthly/Bi-weekly] installments of [Installment Amount]. This adjustment reflects the change in your responsibilities and aligns with the pay scale for your new role.

Please note the following details regarding this change:

- **Previous Salary:** [Old Salary Amount]
- **New Salary:** [New Salary Amount]
- **Effective Date:** [Date]
- **Next Salary Review Date:** [Date]

All other terms and conditions of your employment contract remain unchanged. Your seniority and accrued benefits will be carried over to your new department.

We appreciate your continued contributions to [Company Name] and wish you great success in your new position. Please sign and return a copy of this letter to the Human Resources department to acknowledge your acceptance of these terms.

Sincerely,

[Manager Name/HR Representative Name]
[Title]
[Company Name]

Acknowledgment:

I, [Employee Name], accept the salary adjustment as outlined above.

Signature: _____ Date: _____