[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Office Location]

Subject: Notice of Compensation Adjustment - Internal Transfer

Dear [Employee Name],

Congratulations on your upcoming transfer to the position of **[New Job Title]** at our **[New Location/Department]** office, effective **[Start Date]**.

As a result of this transfer and the associated changes in responsibilities and geographic cost-of-living adjustments, your compensation package has been updated as follows:

- **New Annual Base Salary:** $[Amount]
- **Pay Frequency:** [Monthly/Bi-weekly]
- **Bonus Eligibility:** [Specify details or "No change"]
- **Relocation Allowance:** [Specify amount or "N/A"]

All other terms and conditions of your employment contract remain unchanged. Please review this information and sign below to acknowledge your acceptance of these updated terms.

We look forward to your continued contributions in your new role.

Sincerely,

[Manager Name/HR Representative]
[Title]

Acknowledgment:

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

Signature: _____ Date: _____