

Salary Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that, effective [Insert Effective Date], your salary will be adjusted to [Insert New Salary Amount]. This change reflects our recognition of your hard work and contributions to the team.

If you have any questions or require further clarification regarding this adjustment, please do not hesitate to reach out.

Thank you for your continued dedication to our company.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]