

Salary Review Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We hope this message finds you well. As part of our ongoing commitment to support and recognize the contributions of our tech employees, we are conducting a salary review in light of the recent cost of living increases.

We understand the impact that inflation and rising living expenses can have on your day-to-day life. Therefore, we would like to reassess your current compensation to ensure it aligns with both the industry standards and the growing economic climate.

After careful consideration, we are pleased to inform you that effective [Insert Effective Date], your new salary will be [Insert New Salary Amount]. This adjustment reflects not only your valuable contributions to our team but also our desire to provide you with a competitive salary that keeps pace with living costs.

We appreciate your hard work and dedication and are excited to support your career growth within our organization. If you have any questions or would like to discuss this adjustment further, please feel free to reach out to [Insert Contact Person] in our HR department.

Thank you for being an integral part of our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]