

Compensation Change Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a change to your compensation effective [Insert Effective Date]. This decision has been made as part of our ongoing effort to recognize and reward our dedicated employees.

Your new compensation details are as follows:

- **New Salary/Hourly Rate:** [Insert New Salary/Hourly Rate]
- **Additional Benefits:** [List any new benefits or changes]

We appreciate your contributions to the team and believe this adjustment reflects your hard work and dedication.

If you have any questions regarding this change, please do not hesitate to reach out to [Insert Contact Person or HR Department].

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]