

# Pay Adjustment Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We are writing to inform you of an adjustment to your pay, effective [Insert Effective Date]. This adjustment has been made in recognition of your hard work and contributions to our team.

Your new salary will be [Insert New Salary] per [hour/year], which reflects [insert reason for adjustment, e.g., performance review, market adjustment, etc.].

If you have any questions regarding this change, please feel free to reach out to the HR department.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]