

# Revised Compensation Communication

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your compensation.

After careful consideration and review of current market standards, we are pleased to announce that your compensation package has been revised. Effective [Effective Date], your new salary will be [New Salary Amount]. This adjustment reflects our recognition of your contributions and commitment to [Company Name].

In addition to the salary increase, you will also receive [mention any additional benefits or bonuses if applicable].

We appreciate your hard work and dedication to your role at [Company Name]. Should you have any questions regarding this change, please do not hesitate to reach out to [HR/Manager's Name] at [Contact Information].

Thank you for being a vital part of our team.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]