

# Salary Range Clarification Letter

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Clarification of Salary Ranges

Dear [Employee Name],

I hope this message finds you well. I am writing to clarify the salary ranges for your position as [Job Title] within our company. It is important to us that all employees have a clear understanding of their compensation structure.

As of [Effective Date], the salary range for the [Job Title] position is as follows:

- Minimum Salary: \$[X]
- Midpoint Salary: \$[Y]
- Maximum Salary: \$[Z]

Please note that these figures are based on market research and internal equity considerations. Compensation may vary based on experience, performance, and specific job responsibilities.

If you have any questions or would like to discuss this further, please don't hesitate to reach out to me.

Thank you for your contribution to the team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]