

Cross-Border Payroll Adjustment Notification

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are writing to inform you of an adjustment to your payroll resulting from [reason for adjustment, e.g., tax compliance, currency exchange fluctuations]. This adjustment pertains to your earnings for the period from [start date] to [end date].

The details of the adjustment are as follows:

- Original Salary: [Original Amount]
- Adjustment Amount: [Adjustment Amount]
- New Salary: [New Amount]

This adjustment is necessary to ensure compliance with local regulations and to reflect the appropriate currency conversion for your earnings, as required by [relevant legislation or policy].

If you have any questions regarding this adjustment, please do not hesitate to contact [HR contact name] at [HR contact email] or [HR contact phone number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]