Salary Package Review

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Salary Package Review Based on Market Research

Dear [Employee's Name],

We hope this message finds you well. Following our recent market research on salary packages within our industry, we have conducted a thorough review of your current compensation structure.

Our findings indicate that the market rate for your position, taking into account your skills and contributions, has shifted. To ensure that we remain competitive and to recognize the value you bring to our organization, we would like to propose the following adjustments to your salary package:

- Current Salary: [Current Salary]
- Proposed Salary: [Proposed Salary]
- Additional Benefits/Bonuses: [Details of any additional benefits or bonuses]

We believe that these adjustments will not only align your salary with market standards but also reflect our appreciation for your hard work and dedication.

Please let us know a convenient time for you to discuss this proposal further. We value your input and look forward to your response.

Thank you for your continued contributions to the team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]