

Employment Contract Adjustment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of an adjustment to your employment contract with [Company Name]. This adjustment is part of our commitment to ensuring that our employees are fairly compensated and supported in their roles.

The following changes will take effect as of [Effective Date]:

- **Position:** [New Position Title]
- **Salary:** [New Salary Amount]
- **Job Responsibilities:** [Brief description of new responsibilities]

Please review the attached document detailing the updated employment terms. Should you have any questions or wish to discuss this further, do not hesitate to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your attention to this matter, and we look forward to your continued contributions at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]