

Notification of Salary Modification Request

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your request for a salary modification has been received and is currently under review by the management team.

We appreciate your contributions to the company and understand the importance of salary adjustments. The review process may take some time as we evaluate your request against company policies and budgetary considerations.

You will be notified of the decision regarding your salary modification request by [Insert Timeline]. Should you have any questions or require further information, please do not hesitate to reach out to [Insert Contact Information].

Thank you for your patience during this process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]