

Compensation Package Revision Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We are pleased to inform you that we have conducted a review of your current compensation package. After careful consideration, we have decided to revise your compensation to better reflect your contributions and commitment to [Company Name].

Effective [Insert Effective Date], your new compensation package will include the following:

- Base Salary: [Insert New Salary]
- Bonus Eligibility: [Insert Bonus Details]
- Benefits: [Insert Any Additional Benefits]

We appreciate your hard work and dedication, and we hope that this revised package demonstrates our commitment to supporting your professional growth and success.

If you have any questions regarding this change or would like to discuss it further, please feel free to reach out to HR.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]