

# Employment Conditions Adjustment Letter

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 conditions effective [Insert Effective Date]. After careful consideration, we have decided to make the following changes:

- **Position:** [New Position or Title]
- **Salary:** [New Salary or Compensation]
- **Working Hours:** [New Working Hours]
- **Benefits:** [Any changes to benefits]

These changes reflect our recognition of your contributions and our commitment to support your professional growth. We believe that this adjustment will not only benefit you but also strengthen the team's overall performance.

If you have any questions or would like to discuss this further, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your understanding and continued dedication to [Company Name]. We look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]