

Contractor Compensation Change Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. We appreciate the hard work and dedication you have demonstrated in your role as a contractor with [Company Name].

We are writing to inform you of a change to your compensation terms. Effective [Effective Date], your compensation will be adjusted as follows:

- Current Rate: [Current Compensation Amount]
- New Rate: [New Compensation Amount]

This change will take effect from [Effective Date]. We believe this adjustment reflects your contributions and aligns with the current market standards.

If you have any questions or concerns regarding this change or wish to discuss it further, please do not hesitate to reach out to [Contact Person/Title] at [Contact Information].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]