

Compensation Review Announcement

Dear [Team Member Name],

We are pleased to inform you that a review of compensation for your role within [Company Name] will be conducted on [Date]. This review aims to ensure that your contributions are recognized and rewarded appropriately.

Your hard work and dedication have not gone unnoticed, and we value your commitment to our team's success. We encourage you to share any thoughts or feedback you may have during this process.

We appreciate everything you do and look forward to discussing your compensation with you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]