

Annual Compensation Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your annual compensation has been reviewed and adjusted in recognition of your hard work and dedication to [Company Name]. Effective [Effective Date], your new annual salary will be [New Salary Amount].

This adjustment reflects your contributions and the overall performance of the company. We appreciate your continued efforts and commitment to excellence.

If you have any questions regarding this adjustment, please feel free to reach out to [HR Contact/Manager's Name].

Thank you for your ongoing dedication to [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]