

Server Compensation Adjustment Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Location: [Employee Location]

Dear [Employee Name],

We are writing to inform you of an adjustment to your compensation due to [reason for adjustment, e.g., performance review, company policy changes, etc.]. This new adjustment will take effect as of [effective date].

Your new compensation will be [new salary/hourly rate] per [hour/week/month/year]. We appreciate your hard work and dedication to [Company Name], and we believe this adjustment reflects your contributions and the value you bring to the team.

If you have any questions regarding this adjustment, please feel free to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your continued commitment to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]