

Compensation Review Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing commitment to ensure that our employees are compensated fairly in line with market standards, we have conducted a thorough review of compensation across similar roles within the industry.

Based on our findings, we would like to inform you that your current compensation has been evaluated against the market benchmarks for your position. We value your contributions to our team and recognize the importance of offering competitive remuneration.

As a result of this review, we are pleased to inform you that your salary will be adjusted to align with the market standards. Your new salary will be [Insert New Salary Amount] effective [Insert Effective Date].

We appreciate your hard work and dedication to our company. Please feel free to reach out if you have any questions or would like to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]