

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

Subject: Salary Adjustment Notification Based on Market Salary Benchmarking

We appreciate your dedication and ongoing contributions to [Company Name]. As part of our regular review process and our commitment to maintaining a competitive and equitable compensation structure, we have recently conducted a comprehensive market salary benchmarking analysis.

This analysis compared our current salary offerings with prevailing industry standards to ensure that your compensation fairly reflects your role, skills, and experience. As a result of this review, we are pleased to inform you that your salary will be adjusted to more closely align with current market trends.

Effective [Effective Date], your new annual base salary will be **[New Salary Amount]**. This adjustment represents our effort to attract and retain top talent within our organization and to acknowledge the value you bring to your position.

Should you have any questions regarding this adjustment or your compensation package, please feel free to reach out to the Human Resources department.

Thank you for your hard work and continued commitment to [Company Name]. We look forward to your ongoing success and contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]