

[Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Department]

[Company Name]

Dear [Employee Name],

We would like to take this opportunity to thank you for your ongoing dedication, hard work, and continued contributions to [Company Name]. Our team's achievements are a direct result of your commitment and professionalism.

As part of our commitment to ensuring that our compensation remains competitive and supports the well-being of our employees, we regularly review salaries in relation to economic changes and cost of living trends. In light of recent inflation and the rise in living expenses, we are pleased to inform you of a cost of living adjustment to your salary.

Effective [Effective Date], your new annual base salary will be **\$(New Salary Amount)**, reflecting an increase of [Percentage or Dollar Amount] over your previous base salary. This adjustment will be reflected in your [next paycheck/specified payroll period].

We recognize the important role you play in the success of [Company Name], and we want to ensure your compensation fairly reflects market conditions and supports your continued growth and satisfaction.

If you have any questions about this adjustment, please feel free to reach out to [HR Contact or Supervisor Name] at [contact information].

Thank you once again for your valuable contributions to our company.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]