

[Your Company's Letterhead]

[Date]

[Employee Name]  
[Employee Position]  
[Department]  
[Company Name]

Dear [Employee Name],

We value your hard work and dedication to [Company Name], and recognize the vital role you play in our continued success. As part of our ongoing commitment to fairly compensating our employees, we regularly review salary structures to ensure they remain competitive and equitable within the industry and are responsive to external economic influences.

Over the past year, there have been significant shifts in the economic landscape, characterized by increased inflation rates and rising costs of living. We understand the challenges these changes pose and the impact they can have on you and your family. After a thorough evaluation, our management team has decided to implement a salary adjustment for our valued employees, effective [Effective Date].

This adjustment reflects our recognition of the current financial environment and our commitment to supporting our staff during these times. Effective [Effective Date], your new annual base salary will be [New Salary Amount]. This revision is intended to help offset the effects of inflation and ensure that your compensation remains aligned with market rates and the broader economic context.

We hope this adjustment demonstrates our appreciation for your dedication, and our desire to foster a supportive and transparent workplace. Should you have any questions regarding this adjustment or your updated compensation, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Email/Phone Number].

Thank you for your continued commitment and contributions to [Company Name]. We look forward to our shared success in the coming year.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]