

# 3 Salary Adjustment Notification Email Template

## Standard salary adjustment notification

Subject: Salary Adjustment Notification

Dear [Employee Name],

This email is to inform you about an adjustment to your current salary.

Effective [Date], your new annual salary will be [New Salary]. This change reflects [Reason for Adjustment - e.g., performance, cost of living adjustment, promotion, market rate].

Here's a summary of the change:

- Previous Annual Salary: [Old Salary]
- New Annual Salary: [New Salary]
- Effective Date: [Date]
- Reason: [Reason for Adjustment]

This salary adjustment will be reflected in your paycheck starting [Paycheck Date].

A revised offer letter reflecting this change is attached to this email for your records. Please review it carefully.

If you have any questions, please don't hesitate to reach out to [HR Contact/Manager] or reply to this email. We're happy to clarify anything.

We appreciate your contributions to the team!

Sincerely,

[Your Name/Company Name] [Your Title]

## Performance-based salary increase notification

Subject: Congratulations on Your Performance-Based Salary Increase!

Dear [Employee's Name],

I hope this message finds you well. I am pleased to inform you that, following our recent performance review, we have decided to increase your salary in recognition of your hard work and dedication.

Your commitment to [Company Name] and your role as [Employee's Position] has been impressive. Your efforts in [mention specific achievements or projects] have not gone unnoticed and have significantly contributed to our team's success.

As a result, your new salary will be [new salary amount], effective [effective date]. This adjustment reflects our appreciation for your contributions and our confidence in your continued success with us.

Thank you for your exceptional work and dedication. We look forward to seeing more great things from you.

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

## Cost of living adjustment (COLA) notification

Subject: Important Update: Cost of Living Adjustment to Your Salary

Hi [Employee Name],

We're writing to inform you about an adjustment to your salary, effective [Date]. This change is a Cost of Living Adjustment (COLA) designed to help ensure your compensation remains competitive and reflects current economic conditions.

As you know, the cost of goods and services can change over time. To help you maintain your standard of living, we periodically review and adjust salaries based on these changes. This COLA takes into account factors like inflation and local market conditions.

### Here's what this means for you:

- Your new annual salary will be [New Salary].
- This represents an increase of [Percentage or Dollar Amount] from your current salary.
- This adjustment will be reflected in your paycheck starting [Date of First Paycheck with Adjustment].

We value your contributions to [Company Name] and are committed to providing fair and competitive compensation. We believe this adjustment demonstrates our commitment to you.

If you have any questions about this adjustment, please don't hesitate to reach out to [HR Contact or Department] or your manager.

Thanks,