

Compensation Revision With Change in Position Letter

[Date]

[Employee Name]

Employee ID: [Employee ID]

[Job Title]

Dear [Title] [First Name],

With respect to recent administrative changes, management has decided to change your position to [New Job Title] and amend your compensation to [New Gross Salary] w.e.f. [Month Name] [Day], [Year].

Compensation Break up

ComponentsAmount (\$)

Basic Salary: _____

Housing Allowance: _____

Transportation Allowance: _____

Other Allowance: _____

Total: _____

All other terms and conditions will remain same as per the employment contract.

Kindly sign and submit a copy of this letter as a token of acceptance.

Yours sincerely,

Authorized Signatory

[Legal Entity Name]

[Employee Full Name]