

Professional formal compensation revision letter

Subject: Revision of Compensation Package

Dear [Employee Name],

We are pleased to inform you that your compensation package has been revised, effective [Effective Date]. Based on your performance and contributions to [Company/Department Name], your new salary will be [New Salary] per [Month/Year], along with the existing benefits.

We appreciate your dedication and look forward to your continued success.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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