

Compensation revision subject to conditions or performance

Subject: Provisional Revision of Compensation

Dear [Employee Name],

Following your recent performance review, we are pleased to provisionally revise your compensation to [New Salary], effective [Effective Date]. This revision is subject to continued performance and meeting the agreed objectives for the upcoming [Quarter/Year]. Further adjustments may be made based on your achievements.

Thank you for your ongoing commitment.

Sincerely,

[Manager Name]

[Position]

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