**Market Adjustment Salary Increase Letter**

|  |  |
| --- | --- |
| [Employee Name] | [Company Letterhead] |
| [Employee Job Title] | [Company Name] |
| [Employee Department] | [Company Address] |
|  | [City, State, Zip Code] |
|  | [Date] |

**Subject: Notification of market adjustment to your salary**

Dear [Employee Name],

Following a recent review of compensation trends in our industry, we are pleased to inform you that your salary has been adjusted to better reflect current market standards. This increase ensures that your compensation remains fair, competitive, and aligned with your role and expertise.

Effective from [Date], your new annual gross salary will be [New Salary Amount], representing an adjustment of [Percentage] over your current salary. We value your contributions and want to ensure your pay reflects both your skills and the evolving market.

To finalize this update, please sign and send back the attached copy of this letter confirming your acceptance of the salary adjustment.

Thank you for your continued dedication to [Company Name]. We look forward to your ongoing success in your role.

Sincerely,

[Your Name]

[Your Job Title]

Handwritten Signature

