



## SALARY ADJUSTMENT NOTICE

May 8, 2023

Jane Smith  
Interior Design  
, , , Thailand

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective May 8, 2023 your Gross Monthly Salary will be adjusted from One  
Thousand Four Hundred Ninety-five Dollar (USD 1495) to One Hundred Dollar (USD 100) the adjust  
will be reflected on your next payroll.

We appreciate your valuable contribution to the growth of this organization.

Yours Sincerely,

Matthew Theodore  
May 8, 2023

Matthew Theodore  
Theodore Industries

Received by:

Audrey Del Rosario  
Director Of Employment And Regulatory Affairs

Date: