



SALARY ADJUSTMENT NOTICE

May 9, 2023

Jane Smith
Interior Design
, , , Thailand

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective May 9, 2023 your Gross Monthly Salary will be adjusted from One
Thousand Eight Hundred Twenty-seven Dollar (USD 1827) to One Hundred Twenty Dollar (USD 120)
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 9, 2023

Matthew Theodore
Theodore Industries

Received by:

Audrey Del Rosario
Director Of Employment And Regulatory Affairs

Date: