



## SALARY ADJUSTMENT NOTICE

May 10, 2023

Jane Smith  
Interior Design  
, , , Thailand

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective May 10, 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 10, 2023

Matthew Theodore  
Theodore Industries

Received by:

Audrey Del Rosario  
Director Of Employment And Regulatory Affairs

Date: