



SALARY ADJUSTMENT NOTICE

August 25, 2023

Jane Smith
QA Software Tester
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective August 31, 2023 your Gross Monthly Salary will be adjusted from Two Thousand Two Hundred Twenty-two Dollar (USD 2222) to Zero Dollar (USD 0) the adjust will be reflected on your next payroll.

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

Yours Sincerely,

Matthew Theodore
August 25, 2023

Matthew Theodore
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Received by:

Audrey Del Rosario
Director Of Employment And Regulatory Affairs

Date: