



## SALARY ADJUSTMENT NOTICE

September 6, 2023

Jane Smith  
QA Software Tester  
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective September 6, 2023 your Gross Monthly Salary will be adjusted from Two Thousand Two Hundred Twenty-two Dollar (USD 2222) to One Dollar (USD 1) the adjust will be reflected on your next payroll.

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

Yours Sincerely,

Matthew Theodore  
September 6, 2023

Matthew Theodore  
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Received by:

Audrey Del Rosario  
Director Of Employment And Regulatory Affairs

Date: