



**SALARY ADJUSTMENT NOTICE**

September 19, 2023

Jane Smith  
QA Software Tester  
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective September 19, 2023 your Gross Monthly Salary will be adjusted from Two Thousand Four Hundred Twenty Dollar (USD 2420) to One Hundred Fifty Dollar (USD 150) 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 19, 2023

Matthew Theodore  
St Test - Theodore Staging

Received by:

Audrey Del Rosario  
Director Of Employment And Regulatory Affairs

Date: