



## SALARY ADJUSTMENT NOTICE

September 28, 2023

Jane Smith  
QA Software Tester  
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective September 28, 2023 your Gross Monthly Salary will be adjusted from Two Thousand Two Hundred Twenty-two Dollar (USD 2222) to Zero Dollar (USD ) 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 28, 2023

Matthew Theodore  
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Received by:

Audrey Del Rosario  
Director Of Employment And Regulatory Affairs

Date: