



SALARY ADJUSTMENT NOTICE

November 29, 2023

Jane Smith
Accountant
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective November 29, 2023 your Gross Monthly Salary will be adjusted from One Thousand Eight Hundred Twenty-seven Dollar (USD 1827) 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,

Peter Townsend
November 29, 2023

Peter Townsend
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Received by:

Audrey Del Rosario
Director Of Employment And Regulatory Affairs

Date: