



SALARY ADJUSTMENT NOTICE

December 7, 2023

Jane Smith
Accountant
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective December 7, 2023 your Gross Monthly Salary will be adjusted from Four
Thousand One Hundred Fifty-six Dollar (USD 4156) to One Hundred Dollar (USD 100) the adjust will
be reflected on your next payroll.

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

Yours Sincerely,

Peter Townsend
December 7, 2023

Peter Townsend
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Received by:

Employment And Regulatory Affairs Team Del Rosario
Director Of Employment And Regulatory Affairs

Date: