



**SALARY ADJUSTMENT NOTICE**

January 3, 2024

Jane Smith  
Accountant  
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective January 3, 2024 your Gross Monthly Salary will be adjusted from Four  
Thousand One Hundred Fifty-six Dollar (USD 4156) 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  
January 3, 2024

Peter Townsend  
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Received by:

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

Date: