



## SALARY ADJUSTMENT NOTICE

December 20, 2023

Jane Smith  
Accountant  
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective December 20, 2023 your Gross Monthly Salary will be adjusted from One Thousand Four Hundred Thirty-two Dollar (USD 1432) to Two Dollar (USD 2) the adjust will be reflected on your next payroll.

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

Yours Sincerely,



Mike Rose  
December 20, 2023  
Mike Rose  
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Received by:

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

Date: