



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 One Thousand Four Hundred Thirty-two Dollar (USD 1432) to Twenty-four Dollar (USD 24) the adjust will be reflected on your next payroll.

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

Yours Sincerely,

A blue rectangular box containing the text "Mike Rose" and "January 3, 2024".

Mike Rose
January 3, 2024

Mike Rose
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Received by:

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

Date: