



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-five Dollar (USD 25) the adjust will be reflected on your next payroll.

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

Yours Sincerely,

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: