



## SALARY ADJUSTMENT NOTICE

January 12, 2024

Jane Smith  
QA Software Tester  
, , , Philippines

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective January 12, 2024 your Gross Monthly Salary will be adjusted from One Thousand Six Hundred Twenty-nine Dollar (USD 1629) 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,



Mike Rose  
January 12, 2024  
Mike Rose  
Test Sg - Rose

Received by:

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

Date: