



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 Thousand Two Hundred Dollar (USD 1200) 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: