



SALARY ADJUSTMENT NOTICE

February 22, 2024

Jane Smith

QA Software Tester

123 Address Street Address City, SAMPALOC, NCR, CITY OF MANILA, FIRST DISTRICT,
Philippines 1900

Dear Mr./Ms. Smith,

Congratulations!

For a job well done, effective February 22, 2024 your Gross Monthly Salary will be adjusted from One
Thousand Six Hundred Twenty-nine Dollar (USD 1629) to Ten Dollar (USD 10) the adjust will be
reflected on your next payroll.

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

Yours Sincerely,

Matthew Rose

February 22, 2024

Matthew Rose

Test Sg - Rose

Received by:

Employment And Regulatory Affairs Team Del Rosario

Director Of Employment And Regulatory Affairs

Date: