

[Your Company Letterhead]

Date: [MM/DD/YYYY]

[Employee Name]
[Employee Position]
[Department]
[Employee Address]

Subject: Retroactive Salary Adjustment Notification

Dear [Employee Name],

This letter is to formally notify you of a retroactive salary adjustment resulting from [briefly state the reason, e.g., updated contract terms, payroll correction, policy change, etc.].

Previous Salary: [Previous Salary Amount] per [month/year]
Revised Salary: [New Salary Amount] per [month/year]
Effective Date: [Effective Start Date]
Retroactive Period: [From MM/DD/YYYY to MM/DD/YYYY]
Total Retroactive Amount: [Total Amount]

The retroactive salary adjustment will be reflected in your upcoming payroll. Should you have any questions or require further clarification, please do not hesitate to contact the HR department.

Sincerely,
[HR Manager Name]
[Position]
[Department]
[Company Name]

Important Notes:

- This document serves as an official notification of salary changes covering past periods.
- Ensure all relevant dates and salary amounts are accurate before issuing the letter.
- Provide a point of contact for queries regarding the adjustment.
- Keep a signed copy for both HR records and the employee's file.