WAGE ADJUSTMENT LETTER

[Insert Date]

[Insert Name]

[Insert Address]

Dear [Insert Name],

Thank you for your continued hard work and support at [Organization Name]. We would not be able to deliver our services and enrich the lives of our community without you.

As a not-for-profit organization, we are pleased to announce we are able to offer our employees a wage adjustment to account for the standard daily cost of living increases we are all experiencing.

Specifically, we will provide you with a X% total increase which includes [Insert Increase Breakdown e.g. a X% wage increase and a X% cost of living increase].

This wage adjustment will be retroactive to [Insert Date]. You will receive the additional compensation on [insert date].

Thank you again for being an integral member of our team. If you have any questions or concerns, do not hesitate to reach out to me directly.

Sincerely,

[Insert Name, Title]

[Organization Name]