

Date: [Insert Date]

To: [Employee Name/Department Head Name]

From: [Supervisor Name/Compensation Committee]

Subject: Formal Notification: Peer Benchmarking and Pay Parity Review

Dear [Recipient Name],

This letter serves as formal notification regarding the completion of our recent peer benchmarking and pay parity evaluation for your current role as [Job Title].

The objective of this review was to ensure that our compensation structures remain competitive within the industry and equitable across the organization. Our analysis included a comprehensive study of market data from peer organizations of similar size and scope, as well as an internal audit of salary distributions among comparable positions.

Key Findings:

- **Market Alignment:** Your current compensation was measured against the [Percentile, e.g., 50th percentile] of the industry market rate.
- **Internal Equity:** A review was conducted to ensure salary consistency based on experience, performance, and responsibilities relative to peers in similar functions.

Outcome:

[Select one option below and delete the others:]

- Based on the findings, your base salary will be adjusted to \$[Amount] effective [Date] to align with current market benchmarks and internal parity standards.
- The review confirmed that your current compensation is appropriately aligned with both market standards and internal equity requirements; therefore, no adjustment is required at this time.

We remain committed to maintaining a fair and transparent compensation philosophy. If you have any questions regarding the methodology used for this benchmarking exercise, please contact the Human Resources department.

Sincerely,

[Signature]

[Printed Name]

[Title]