

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]

Subject: Promotion and Market Salary Alignment

Dear [Employee Name],

Congratulations! We are pleased to formally announce your promotion to the position of [New Job Title], effective [Effective Date].

This promotion is a recognition of your significant contributions, leadership, and commitment to [Company Name]. As you transition into this new role, your responsibilities will include [Brief Description of Key Responsibilities].

In conjunction with this promotion, we have conducted a comprehensive review of current market data for this role within our industry. To ensure your compensation remains competitive and reflects the increased scope of your new position, we are adjusting your salary to align with current market standards.

Effective [Date], your new annual base salary will be [New Salary Amount]. This represents a [Percentage]% increase from your previous salary. All other terms and conditions of your employment remain in effect.

We are excited about your future in this new capacity and are confident that you will continue to be a vital asset to our team. Please sign and return a copy of this letter to acknowledge your acceptance of the new role and compensation terms.

Sincerely,

[Manager Name]
[Manager Title]

Acceptance:

I accept the promotion to [New Job Title] and the salary alignment as outlined above.

Signature: _____ Date: _____