

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Promotion and Salary Increase

Dear [Employee Name],

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

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name]. Your new responsibilities will include [Brief Description of Key Responsibilities]. In this role, you will report to [Manager Name].

In conjunction with your promotion, your annual base salary will be increased to [New Salary Amount]. This change will be reflected in your paycheck starting [Pay Period Date]. All other terms and conditions of your employment remain unchanged.

We are confident that you will continue to excel in your new role and contribute to the ongoing success of our team. Thank you for your commitment to the company.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the promotion and the terms of the salary increase as outlined above.

[Employee Signature]

[Date]