

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Promotion and Base Pay 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 leadership, hard work, and significant contributions to [Company Name]. In your new role, you will report to [Manager Name] and will be responsible for [Brief Description of New Responsibilities].

In conjunction with this promotion, your annual base salary will be increased to \$[New Amount]. This represents a [Percentage]% increase from your previous salary. This change will be reflected in your paycheck starting [Date of First Paycheck].

Your other benefits and terms of employment will remain in accordance with company policy. Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

We are confident that you will excel in this management role and look forward to your continued success with the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

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

[Employee Signature]

[Date]