

[Date]

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

**Subject: Notification of Promotion and Salary Adjustment**

Dear [Employee Name],

Congratulations on your promotion to the position of [New Job Title] within the [New Department] department, effective [Effective Date].

This promotion recognizes your hard work, dedication, and the significant contributions you have made to [Company Name]. In connection with your new role and increased responsibilities, your base salary will be adjusted.

Your new compensation details are as follows:

- **Previous Base Salary:** [Amount]
- **New Base Salary:** [Amount]
- **Pay Frequency:** [Monthly/Bi-weekly]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to the Human Resources department by [Date] to indicate your acceptance of these terms.

We are excited to see you grow in this new capacity and look forward to your continued success with the team.

Sincerely,

[Sender Name]  
[Title]  
[Company Name]

**Acknowledgment:**

I accept the promotion and the salary adjustment as outlined above.

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[Employee Signature]

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[Date]