

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

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

Dear [Employee Name],

Following your recent annual performance review, I am pleased to inform you that you have been promoted 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] over the past year. Your commitment to excellence has been a key factor in our team's success.

In conjunction with your new role and responsibilities, your annual base salary will be increased from \$[Current Salary] to \$[New Salary]. This reflects a [Percentage]% increase. This change will be reflected in your paycheck starting on [Pay Date].

All other terms and conditions of your employment remain unchanged. Please find your updated job description attached to this letter.

Congratulations on this well-deserved promotion. We look forward to your continued growth and success within the company.

Sincerely,

[Manager Name]  
[Manager Title]  
[Company Name]

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**Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_