

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Congratulations on your promotion to **[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]. As part of this transition, your base salary will be increased to **[\$[New Salary Amount]** per [Year/Month/Hour].

Your new salary will be reflected in the pay period starting **[Pay Period Start Date]**. All other terms and conditions of your employment remain unchanged.

Thank you for your continued commitment to our team's success. We look forward to seeing your impact in this new role.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Acknowledgment:

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

Signature: _____ Date: _____