

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Merit-Based Promotion and Salary Increase

Dear [Employee Name],

Congratulations! Based on your exceptional performance and significant contributions to [Company Name], we are 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 high standard of excellence you have demonstrated in your role. Your commitment to achieving results has been instrumental in our team's success.

In conjunction with this 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. Please review, sign, and return a copy of this letter to the Human Resources department by [Deadline Date] to acknowledge your acceptance of these changes.

We look forward to your continued success and leadership in your new role. Thank you for your continued commitment to [Company Name].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

**Acknowledgment:**

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

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