

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

Congratulations on reaching your milestone of [Number] years of service with [Company Name]. We are pleased to inform you that, in recognition of your seniority and continued dedication, you have been granted a seniority-based promotion and a corresponding increase in your base pay.

Effective [Date], your new job title will be [New Job Title].

Your base salary will be increased from [Old Salary Amount] to [New Salary Amount] per [Year/Month]. This change will be reflected in your paycheck starting on [Pay Date].

All other terms and conditions of your employment contract remain unchanged. We thank you for your commitment and the valuable contributions you have made to the team over the years.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]