

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Notice of Promotion and Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title] within the [Department Name] department, effective [Effective Date].

This promotion is in recognition of your hard work, dedication, and significant contributions to the team. Along with your new responsibilities, your base annual salary will be increased to \$[New Salary Amount]. This represents a [Percentage]% increase from your previous base pay.

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

Congratulations on this well-deserved advancement. We look forward to your continued success in your new role.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment:

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

Signature: _____ Date: _____