

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Retroactive Promotion and Salary Adjustment

Dear [Employee Name],

We are pleased to formally confirm your promotion to the position of [New Job Title], effective retroactively from [Effective Date of Promotion].

As a result of this promotion, your annual base salary has been increased from \$[Old Salary] to \$[New Salary]. This represents a [Percentage]% increase.

Because this promotion is retroactive, you are entitled to a back-pay adjustment for the period between [Effective Date] and [Current Pay Period Date]. You will receive a one-time gross payment of \$[Total Back-Pay Amount] to account for the difference in base pay during this timeframe.

This retroactive payment and your new salary rate will be reflected in your paycheck issued on [Pay Date].

Thank you for your continued hard work and contributions to [Company Name]. Congratulations on your well-deserved promotion.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]