

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Promotion and Base Pay Increase**

Dear [Employee Name],

Congratulations! Based on your exceptional performance and 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 recognizes your hard work, leadership, and the high quality of results you have consistently delivered. As part of this promotion, your annual base salary will be increased to [New Salary Amount]. This change will be reflected in your paycheck starting [Pay Date].

In your new role, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to acknowledge your acceptance of the new position and compensation terms.

We thank you for your continued dedication and look forward to your future success in this new role.

Sincerely,

[Manager Name]

[Manager Title]

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**Acknowledgment:**

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

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[Employee Signature]

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