[Current Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Retroactive Role Reclassification and Salary Adjustment

Dear [Employee Name],

Following a recent review of your current responsibilities and performance, we are pleased to inform you that your position has been officially reclassified from [Old Job Title] to [New Job Title], effective as of [Effective Date of Change].

As a result of this reclassification, your annual base salary has been adjusted from [Old Salary] to [New Salary]. This change reflects the increased scope and requirements of your new role.

Because this reclassification is effective retroactively to [Effective Date], you are entitled to a back-pay adjustment for the period between [Effective Date] and [Current Date]. A gross retroactive payment in the amount of [Total Retroactive Amount] will be included in your paycheck dated [Pay Date]. This amount is subject to standard payroll taxes and withholdings.

All other terms and conditions of your employment remain unchanged. We appreciate your continued dedication and contributions to [Company Name].

Please sign and return a copy of this letter to acknowledge your receipt and acceptance of these terms.

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Acknowledgment:

_____
[Employee Signature]

_____
[Date]