

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]

Subject: Promotion and Relocation Geographic Pay Adjustment

Dear [Employee Name],

Congratulations on your promotion to the position of [New Job Title]. Along with this promotion, this letter confirms your relocation from [Current City/Office] to [New City/Office], effective [Start Date].

As part of this transition, your compensation has been adjusted to reflect both your new responsibilities and the geographic cost-of-labor differential for your new location. Your new compensation details are as follows:

- **New Job Title:** [New Job Title]
- **New Work Location:** [New City/State]
- **New Annual Base Salary:** \$[Amount]
- **Effective Date:** [Date]

Your salary will continue to be paid on a [Weekly/Bi-weekly/Monthly] basis. All other terms and conditions of your employment remains unchanged.

We are excited about your new role and appreciate your commitment to [Company Name]. Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Name of Manager/HR Representative]
[Title]

Acknowledgment and Acceptance:

I accept the promotion and the salary adjustment associated with my relocation as outlined above.

Signature: _____ Date: _____