

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Promotion and Salary Adjustment

Dear [Employee Name],

Congratulations on your recent academic achievement in obtaining your [Name of Degree, e.g., Master of Business Administration] from [University Name].

In recognition of this educational milestone and your continued excellence in performance, we are pleased to inform you of your promotion to the position of [New Job Title], effective [Effective Date].

In conjunction with this promotion and your increased qualifications, your annual base salary will be adjusted from [Current Salary] to [New Salary]. This reflects a [Percentage]% increase. This adjustment will be reflected in your paycheck issued on [Pay Date].

All other terms and conditions of your employment remain unchanged. We value your commitment to professional development and your contributions to [Company Name]. We look forward to your continued success in your new role.

Please sign and return a copy of this letter to the Human Resources department to acknowledge your acceptance of these terms.

Sincerely,

[Manager Name]
[Manager Title]
[Company Name]

Acknowledgment:

I accept the promotion and salary adjustment as outlined above.

Signature: _____ Date: _____