

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

Subject: Notification of Promotion and Compensation Adjustment

Dear [Employee Name],

We are pleased to formally congratulate you on your promotion to the position of [New Job Title], effective [Effective Date]. This promotion is a recognition of your significant contributions, leadership, and continued commitment to the success of [Company Name].

In addition to your new responsibilities, and as part of our commitment to retaining top talent, your compensation has been adjusted to reflect your new role and market value. Your new compensation details are as follows:

- **New Annual Base Salary:** \$[Amount]
- **Previous Annual Base Salary:** \$[Amount]
- **Bonus Eligibility:** [Details of bonus or commission structure, if applicable]
- **Reporting To:** [Manager Name/Title]

All other terms and conditions of your employment remain unchanged. We value your expertise and are confident that you will continue to play a vital role in our organization's growth.

Please sign and return a copy of this letter to [Department/Contact Person] by [Date] to acknowledge your acceptance of these updated terms.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the promotion and the updated compensation terms as outlined above.

[Employee Signature]

[Date]