

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Promotion and Salary Increase**

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date]. This promotion is a recognition of your hard work, dedication, and significant contributions to [Company Name].

In your new role, your primary responsibilities will include:

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

In conjunction with this promotion, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. All other terms and conditions of your employment remain unchanged.

We appreciate your continued commitment to the team and look forward to your future success in this new capacity. Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Congratulations on this well-deserved advancement.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

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**Acknowledgment:**

I accept the promotion and the terms outlined above.

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