

[Date]

[Employee Name]

[Employee ID]

[Department]

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

Dear [Employee Name],

We are pleased to inform you that, effective [Effective Date], you are being promoted to the position of [New Job Title] in the [Department Name] department. This promotion is a direct result of your exceptional performance, dedication, and significant contributions to [Company Name] over the past year.

In recognition of your new responsibilities and your outstanding merit, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. This represents a [Percentage]% increase from your previous salary.

Your new role will involve the following primary responsibilities:

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

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to [HR Contact Name] by [Deadline Date] to acknowledge your acceptance of these new terms.

We appreciate your hard work and look forward to your continued success within the company.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

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**Acknowledgment:**

I accept the promotion and the salary adjustment as outlined above.

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