

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Tenure-Based Step Promotion

Dear [Employee Name],

Congratulations. We are pleased to inform you that, based on your years of continuous service with [Company/Organization Name], you have qualified for an automatic tenure-based step promotion.

Effective [Date], your position will transition to the next pay step within your current grade. The details of your salary adjustment are as follows:

- **Current Step:** [Current Step Number/Letter]
- **New Step:** [New Step Number/Letter]
- **New Base Salary:** [Amount]
- **Effective Date:** [Date]

This promotion is an automatic advancement as defined by our compensation policy, recognizing your ongoing commitment and professional growth during your tenure.

This change will be reflected in your paycheck starting [Date]. All other terms and conditions of your employment remain unchanged.

We thank you for your continued contributions and look forward to your future success with the team.

Sincerely,

[Sender Name]

[Title]

[Human Resources Department]