

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Re: Notice of Promotion and Compensation Adjustment

Dear [Employee Name],

Congratulations. We are pleased to inform you that, in recognition of your [Number] years of service and continued contributions to [Company Name], you are being promoted to the position of [New Job Title], effective [Effective Date].

This promotion is based on our tenure-based advancement policy. Along with your new title, your compensation will be adjusted as follows:

- **New Base Salary/Hourly Rate:** [Amount]
- **Payroll Frequency:** [Monthly/Bi-weekly]
- **Additional Benefits:** [Optional: Mention increased PTO or bonuses]

In your new role, you will report to [Manager Name]. Your primary responsibilities will now include [Briefly list 2-3 key duties]. All other terms and conditions of your employment contract remain in effect.

We thank you for your loyalty and dedication over the past [Number] years. We look forward to your continued success with the team.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms of the compensation adjustment as outlined above.

Signature: _____ Date: _____