

[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Promotion and Merit Increase Notification

Dear [Employee Name],

Following your annual performance review, I am 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 outstanding performance, dedication, and the significant contributions you made to the [Department Name] team over the past year. Your commitment to excellence has consistently exceeded expectations.

With this promotion, your annual base salary will be increased to \$[Amount], which represents a [Percentage]% merit increase. This change will be reflected in your paychecks starting [Pay Period Date]. All other terms and conditions of your employment remain in effect.

Your new responsibilities will include:

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

Congratulations on this well-deserved advancement. We value your hard work and look forward to your continued success within the company.

Sincerely,

[Manager Name]
[Manager Title]
[Company Name]