Date: [Date]

To: [Employee Name]

Position: [Current Job Title]

Subject: Notification of Promotion and Compensation Increase

Dear [Employee Name],

Following your recent annual performance review, I am pleased to formally congratulate you on your promotion to the position of [New Job Title], effective [Effective Date].

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name] over the past year. We have been particularly impressed with your [mention a specific achievement or skill].

In conjunction with your new role and your performance results, your compensation has been adjusted as follows:

- Current Base Salary: [Amount]
- New Base Salary: [Amount]
- Bonus Eligibility: [Details, if applicable]

All other terms and conditions of your employment remain in effect. You will receive an updated job description for your new role shortly.

Thank you for your continued commitment to our team. We look forward to your continued success in your new capacity.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I accept the terms of this promotion and compensation increase.

_____

[Employee Signature]

Date: _____