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

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Promotion and Salary Increase

Dear [Employee Name],

In recognition of your long-standing commitment and the significant tenure you have reached with [Company Name], we are pleased to inform you of your promotion to the position of [New Job Title], effective [Effective Date].

This promotion is a direct result of your seniority, consistent dedication, and the valuable experience you have brought to our team over the years. With this new role, your annual base salary will be increased to [New Salary Amount], which will be reflected in your paycheck starting from [Pay Period Date].

All other terms and conditions of your employment contract remain in effect. Your new responsibilities will include [Briefly Mention New Duties, if any].

We thank you for your continued loyalty and look forward to your ongoing contributions to the success of [Company Name].

Congratulations on this well-deserved advancement.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Employee Acknowledgment:

I accept this promotion and the terms outlined above.

Signature: _____ Date: _____