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

[Date]

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

Dear [Employee Name],

Congratulations! Based on your exceptional performance and contributions during the first half of the year, we are pleased to inform you of your promotion to the position of **[New Job Title]**, effective **[Effective Date]**.

In recognition of your new responsibilities and your commitment to the company's success, your annual base salary will be increased to **$[New Salary Amount]**. This represents a **[Percentage]%** increase from your previous salary. You will receive this adjusted amount starting with the pay period on **[Pay Date]**.

In your new role, your primary responsibilities will include:

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

All other terms and conditions of your employment remain unchanged. We appreciate your hard work and look forward to your continued growth within [Company Name].

Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment:

I accept the promotion and salary increase as outlined above.

_____
[Employee Signature]

_____
[Date]