

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Promotion and Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that, effective [Effective Date], you are being promoted to the position of [New Job Title]. This promotion is a recognition of your hard work, dedication, and significant contributions to [Company Name].

In conjunction with your new role and responsibilities, your annual base salary will be adjusted from [Old Salary] to [New Salary]. This represents a [Percentage]% increase.

Your new duties will include:

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

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to indicate your formal acceptance.

Congratulations on this well-deserved advancement. We look forward to your continued success with the team.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Acknowledgment and Acceptance:

I, [Employee Name], accept the promotion and the salary adjustment as outlined above.

Signature: _____ Date: _____