

[Company Name]
[Department]
[Date]

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

Subject: Notice of Retroactive Promotion

Dear [Employee Name],

We are pleased to formally notify you of your promotion to the position of [New Job Title]. This promotion is effective retroactively as of [Effective Date].

Due to this advancement, your annual salary has been adjusted to [New Salary Amount], effective from the date mentioned above. You will receive a one-time retroactive pay adjustment in the amount of [Amount] on your next scheduled paycheck dated [Payroll Date], which accounts for the difference in pay between [Effective Date] and the current date.

Your new responsibilities will include [Brief Description of New Duties]. You will continue to report to [Manager Name]. All other terms and conditions of your employment remains unchanged.

Thank you for your hard work and dedication to [Company Name]. We look forward to your continued success in this new role.

Sincerely,

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

Acknowledgment:

I accept the terms of this retroactive promotion.

[Employee Signature]

[Date]