

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Retroactive Promotion

Dear [Employee Name],

We are pleased to inform you that, based on your exceptional performance and significant contributions to the [Department Name] team, you have been promoted to the position of [New Job Title].

This promotion is being granted retroactively to recognize the increased responsibilities and high level of output you have maintained since [Effective Date of Promotion].

The details of your promotion are as follows:

- **New Job Title:** [New Job Title]
- **Retroactive Effective Date:** [Date]
- **New Annual Salary:** [Amount]
- **Reporting Manager:** [Manager Name]

Because this promotion is retroactive, you will receive a one-time back-pay adjustment in the amount of [Amount], representing the difference between your previous salary and your new salary for the period of [Start Date] to [Current Pay Period]. This adjustment will be reflected in your paycheck dated [Pay Date].

All other terms and conditions of your employment remain unchanged. We appreciate your hard work and dedication to [Company Name] and look forward to your continued success in this new role.

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

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

Employee Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____ Date: _____