

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Retroactive Promotion Salary Adjustment

Dear [Employee Name],

This letter is to formally notify you of a retroactive salary adjustment following your promotion to the position of [New Job Title], which was effective as of [Effective Date of Promotion].

Due to [Reason for delay, e.g., administrative processing], your updated salary was not reflected in the previous pay periods. We have now completed the necessary adjustments to align your compensation with your new role.

The details of your adjustment are as follows:

- **New Annual Salary:** \$[Amount]
- **Effective Date of Increase:** [Date]
- **Retroactive Period:** [Start Date] to [End Date]
- **Total Gross Retroactive Amount:** \$[Amount]

The total retroactive payment will be included in your paycheck scheduled for [Pay Date]. This payment is subject to standard tax withholdings and deductions.

We appreciate your patience during this process and thank you for your continued contributions to [Company Name]. Should you have any questions regarding these calculations, please contact the Payroll Department at [Phone/Email].

Sincerely,

[Sender Name]

[Title]

[Company Name]