

[Company Name]  
[Department]  
[Date]

[Employee Name]  
[Employee Address]  
[Employee ID]

**Subject: Notification of Retroactive Promotion**

Dear [Employee Name],

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

This decision recognizes your significant contributions and leadership within the [Department Name] team. In your new role as [New Job Title], you will report directly to [Manager Name] and your primary responsibilities will include [Brief Description of New Duties].

**Compensation Adjustment:**

In conjunction with this promotion, your annual base salary will be increased to [New Salary Amount], effective [Effective Date].

**Back Pay:**

You will receive a retroactive pay adjustment to account for the difference between your previous salary and your new salary for the period from [Effective Date] to [Current Date]. This one-time payment will be processed in the [Date] payroll cycle, subject to standard withholdings.

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Congratulations on this well-deserved advancement. We look forward to your continued success with [Company Name].

Sincerely,

[Name of Manager/HR Director]  
[Title]

**Acknowledgment:**

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[Employee Signature]

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[Date]