

[Date]

[Executive Name]

[Current Title]

[Company Name]

Dear [Executive Name],

It is with great pleasure that we formally confirm your promotion to the position of [New Executive Job Title]. While this announcement is being formalized today, this promotion is effective retroactively as of [Effective Date].

This promotion recognizes your exceptional leadership, strategic contributions, and the expanded responsibilities you have successfully managed over the past [Number] months. Your dedication has been instrumental in the continued success of [Company Name].

#### **Compensation and Adjustments:**

- **New Annual Salary:** \$[Amount]
- **Retroactive Pay:** You will receive a one-time gross payment of \$[Amount], representing the salary differential between your previous rate and your new rate for the period of [Effective Date] to [Current Date]. This will be processed in the [Date] payroll cycle.
- **Executive Bonus Eligibility:** Your participation in the [Year] Executive Incentive Plan will be adjusted to reflect your new tier, effective [Effective Date].

In your new capacity, you will continue to report to [Supervisor Name/Board of Directors] and oversee the [Department/Division] division.

All other terms and conditions of your employment agreement remain in effect. 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 leadership.

Sincerely,

[Name of Authorized Officer]

[Title]

[Company Name]

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#### **Acknowledgment:**

I accept the terms of my retroactive promotion as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_