

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Retroactive Promotion and Title Change

Dear [Employee Name],

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

This promotion is in recognition of your increased responsibilities and your significant contributions to the [Department Name] team. Your new duties and reporting structure will be as follows:

- **New Title:** [New Job Title]
- **Previous Title:** [Old Job Title]
- **Reporting to:** [Supervisor Name/Title]

As a result of this promotion, your annual base salary will be increased to [New Salary Amount], effective [Effective Date]. You will receive a one-time retroactive pay adjustment of [Retroactive Amount] in your next paycheck on [Pay Date] to cover the period between the effective date and the current pay cycle.

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 your well-deserved promotion. We look forward to your continued success with [Company Name].

Sincerely,

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I accept the promotion and terms as outlined above.

Signature: _____ Date: _____