

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Re: Notice of Retroactive Promotion and Salary Adjustment

Dear [Employee Name],

Following the completion of your annual performance review for the period of [Review Year], I am pleased to formally confirm your promotion to the position of [New Job Title].

This promotion is a recognition of your significant contributions, leadership, and consistent high performance over the past year. As part of this promotion, your compensation and responsibilities have been updated as follows:

- **New Position:** [New Job Title]
- **New Annual Salary:** \$[Amount]
- **Effective Date (Retroactive):** [Retroactive Date, e.g., January 1st, 2024]

Because this promotion is effective retroactively to [Retroactive Date], you will receive a one-time back-pay adjustment. This payment represents the difference between your previous salary and your new salary for the period between the effective date and the current pay cycle. You can expect to see this adjustment in your paycheck dated [Date].

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

Thank you for your hard work and dedication to [Company Name]. We look forward to your continued success in this new role.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined above.

Employee Signature

Date