

[Your Name]
[Your Employee ID]
[Your Department]
[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Acknowledgment of Retroactive Promotion Back Pay

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of my retroactive pay adjustment following my promotion to the position of [New Job Title], which was effective as of [Effective Date of Promotion].

I confirm that I have received the gross amount of \$[Amount] in my pay cycle dated [Payment Date]. This payment covers the salary differential for the period starting from [Start Date of Back Pay Period] to [End Date of Back Pay Period].

I have reviewed the calculations provided in my pay stub and find the amount to be accurate based on the agreed-upon terms of my promotion. With this payment, I consider all outstanding retroactive compensation related to this promotion to be settled in full.

Thank you for your assistance in processing this adjustment.

Sincerely,

[Signature]

[Your Printed Name]