

Date: [Current Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Department: [Current Department]

Subject: Notification of Retroactive Promotion and Internal Transfer

Dear [Employee Name],

We are pleased to formally confirm your promotion to the position of [New Job Title] within the [New Department]. This letter serves as official documentation that this promotion and transfer are being applied retroactively.

Promotion Details:

- **New Job Title:** [New Job Title]
- **Reporting Manager:** [Manager Name]
- **Effective Date of Promotion:** [Retroactive Start Date]
- **New Annual Salary:** \$[Amount]

Retroactive Adjustment:

Because this promotion is effective as of [Retroactive Start Date], you are entitled to a retroactive pay adjustment. This adjustment represents the difference between your previous salary and your new salary for the period of [Start Date] to [Current Pay Period Date]. You can expect to see this one-time payment included in your paycheck on [Payment Date].

All other terms and conditions of your employment remain unchanged. We appreciate your hard work and look forward to your continued contributions in your new role.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acknowledgment:

I accept the terms of the retroactive promotion and internal transfer as outlined above.

[Employee Signature]

[Date]