

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Retroactive Promotion Benefits Adjustment

Dear [Employee Name],

This letter is to formally notify you of an adjustment to your compensation and benefits following your recent promotion to the position of [New Job Title], which was effective as of [Effective Date of Promotion].

Due to administrative processing timelines, your increased salary and associated benefits were not applied to your previous pay cycle(s). Consequently, a retroactive payment has been calculated to cover the period from [Effective Date] to [Current Date].

The adjustment details are as follows:

- **Gross Retroactive Pay:** \$[Amount]
- **Adjusted Benefit Contributions:** \$[Amount]
- **Total Net Adjustment:** \$[Amount]

This one-time retroactive payment will be included in your paycheck scheduled for [Pay Date]. Please note that this amount is subject to standard statutory deductions and tax withholdings.

All future payroll cycles will reflect your updated base salary of \$[New Salary Amount]. Your updated benefits package, including [mention specific benefits if applicable, e.g., life insurance or retirement contributions], has also been adjusted to align with your new grade level.

We appreciate your patience during this administrative update and congratulate you once again on your promotion.

If you have any questions regarding these calculations, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]