

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Retroactive Promotion

Dear [Employee Name],

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

In your new role, your annual base salary will be increased to \$[New Salary Amount]. Because this promotion is retroactive, you will receive a one-time back-pay adjustment in the amount of \$[Back-pay Amount], representing the difference in earnings between [Effective Date] and the current pay period. This adjustment will be reflected in your paycheck dated [Pay Date].

All other terms and conditions of your employment contract remain in effect. Your new reporting manager will be [Manager Name].

We want to thank you for your continued hard work and dedication to [Company Name]. We look forward to your ongoing contributions in this new capacity.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Employee Acknowledgment:

I accept the terms of this retroactive promotion.

Signature: _____ Date: _____