

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Promotion and Change to Salaried Status

Dear [Employee Name],

Congratulations! We are pleased to formally notify you of your promotion to the position of [New Job Title], effective [Effective Date].

With this promotion, your compensation structure will change from hourly to a monthly salary. Your new annual base salary will be \$[Amount], which will be paid in [Monthly/Bi-weekly] installments of \$[Amount].

Please note the following changes regarding your new status:

- **Status:** Your position is now classified as Exempt.
- **Overtime:** As a salaried exempt employee, you will no longer be eligible for overtime pay.
- **Reporting:** You will continue to report to [Manager Name].
- **Benefits:** [Mention any changes to benefits or "Your benefits package remains unchanged"].

Your hard work and contributions to [Company Name] have been outstanding. We are confident that you will excel in this new role and continue to grow with the company.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the promotion and the terms of employment as outlined above.

[Employee Signature]

Date: _____