

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Promotion and Salary Increase

Dear [Employee Name],

We are pleased to inform you that your promotion to the position of **[New Job Title]** has been officially approved, effective **[Effective Date]**.

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name]. In your new role, you will report to [Manager Name] and your primary responsibilities will include [Brief Description of New Duties].

In conjunction with this promotion, your annual base salary will be increased to **[New Salary Amount]**. This change will be reflected in your paycheck starting from the pay period of [Date]. All other terms and conditions of your employment contract remain in effect.

We are confident that you will continue to excel in this new capacity and play a key role in our future success. Congratulations on this well-deserved advancement.

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

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the promotion and the salary increase as outlined above.

Signature: _____ Date: _____