

Date: [Insert Date]

To:

[Employee Name]  
[Employee Position]  
[Department]

Subject: Notification of Salary Adjustment for Job Promotion

Dear [Employee Name],

We are pleased to inform you that, in recognition of your exemplary performance and dedication to [Company Name], you have been promoted to the position of **[New Position Title]**, effective **[Effective Date]**.

As a result of your promotion, your salary has been adjusted as follows:

- **Previous Base Salary:** [Previous Salary] per annum
- **New Base Salary:** [New Salary] per annum
- **Effective Date of New Salary:** [Effective Date]

This promotion reflects our confidence in your skills and commitment, as well as your significant contributions toward the success and growth of the organization. Your new responsibilities will include [briefly outline new duties or responsibilities, if desired].

Please acknowledge receipt of this letter and feel free to reach out to your manager or the Human Resources Department should you have any questions about your new role or compensation package.

Congratulations on your well-deserved promotion. We look forward to your continued success at [Company Name].

Sincerely,

[Manager/Supervisor Name]  
[Manager/Supervisor Title]  
[Company Name]