

Salary Adjustment Letter for Internal Job Promotion

Date: [Insert Date]

To: [Employee Name]
[Employee Position]
[Department]
[Company Name]

Dear [Employee Name],

We are pleased to formally recognize your recent promotion within **[Company Name]**. Effective **[Effective Date]**, you will be promoted to the position of **[New Job Title]**.

With this promotion, your new compensation will be adjusted as follows:

- **New Base Salary:** \$[New Salary Amount] per [year/month]
- **Previous Base Salary:** \$[Current Salary Amount] per [year/month]
- **Other Benefits/Changes (if applicable):** [e.g., Bonus eligibility, stock options, additional vacation, etc.]

Your new compensation and role will be effective as of **[Effective Date]**. All other terms and conditions of your employment will remain unchanged unless otherwise communicated.

We appreciate your continued dedication and contributions to the company, and we look forward to your success in your new role.

If you have any questions regarding this change, please do not hesitate to contact [HR Contact Name] at [HR Contact Email/Phone Number].

Congratulations on your well-deserved promotion!

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

This example salary adjustment letter for internal job promotion serves as a formal confirmation of updated employment terms in the event of an internal promotion.