

# Salary Adjustment Letter for Managerial Promotion

Date: [Insert Date]

To:

[Employee Name]  
[Employee Position]  
[Department]  
[Company Name]

Dear [Employee Name],

We are pleased to inform you of your promotion to the position of [New Managerial Position], effective [Effective Date]. This promotion is a direct recognition of your outstanding performance, dedication, and the significant contributions you have consistently made to [Company Name].

In line with your new responsibilities, your salary will be adjusted as follows:

- **Previous Annual Salary:** [Previous Salary]
- **New Annual Salary:** [New Salary]
- **Effective Date of Salary Adjustment:** [Effective Date]

With your expanded role and increased responsibilities, we are confident that you will continue to exemplify the values and leadership that define [Company Name]. Please sign and return a copy of this letter as an acknowledgment of your acceptance of this salary adjustment and the new terms of your employment.

Congratulations on your well-deserved promotion. We look forward to your continued success and leadership in your new position.

Sincerely,

[Sender's Name]  
[Sender's Position]  
[Company Name]

## Employee Acknowledgement:

I, [Employee Name], acknowledge receipt and acceptance of this salary adjustment letter.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_