

Salary Revision Letter Due to Job Promotion

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that, in recognition of your outstanding contributions and consistent performance, you have been promoted to the position of **[New Job Title]** effective from **[Effective Date]**.

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

- **Previous Designation:** [Old Job Title]
- **New Designation:** [New Job Title]
- **Previous Salary:** [Old Salary] per annum
- **Revised Salary:** [New Salary] per annum
- **Effective from:** [Effective Date]

This decision is a reflection of the significant value you have added to our organization and our confidence in your ability to excel in your new role. We sincerely appreciate your hard work, commitment, and dedication.

Please sign and return a copy of this letter as an acknowledgment of your acceptance of the revised salary terms and job role.

If you have any questions or require further clarification, please feel free to reach out to the HR department.

Congratulations on your well-deserved promotion and revised compensation. We look forward to your continued contributions to our organization's success.

Best regards,

[Your Name]

[Your Designation]

[Company Name]