

[Company Name]
[Company Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]

[Date]

[Employee Name]
[Employee Position]
[Department]

Subject: Formal Notification of Salary Adjustment Following Promotion

Dear [Employee Name],

We are pleased to formally acknowledge your recent promotion to the position of **[New Position Title]** within the **[Department]**, effective **[Effective Date]**. This advancement is a reflection of your outstanding performance, dedication, and valuable contributions to our organization.

In accordance with your new role and its expanded responsibilities, we are pleased to inform you that your gross annual salary will be adjusted to **[New Salary Amount]**, effective from **[Effective Date]**. Your new compensation package will be reflected in your upcoming payroll.

In addition to your revised base salary, the following benefits and terms are also applicable:

- [Benefit or Allowance 1]
- [Benefit or Allowance 2]
- [Benefit or Allowance 3]

All other terms and conditions of your employment remain unchanged unless otherwise stated. Should you have any questions regarding this adjustment or your new responsibilities, please do not hesitate to reach out to your manager or the Human Resources department.

We congratulate you once again on your well-deserved promotion and look forward to your continued contributions and success in your new role.

Sincerely,

[Manager Name]
[Manager Title]
[Company Name]