

**Promotion and Salary Increase Letter**

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| --- | --- |
| [Employee Name] | [Company Letterhead] |
| [Employee Job Title] | [Company Name] |
| [Employee Department] | [Company Address] |
|  | [City, State, Zip Code] |
|  | [Date] |

**Subject: Congratulations on your promotion and salary increase**

Dear [Employee Name],

We are excited to announce your promotion to the position of [New Job Title], effective [Date]. This promotion is a testament to your hard work and the significant contributions you have made to [Department/Team].

In your new role as [New Job Title], you will take on additional responsibilities, including [Briefly list key new duties, e.g., overseeing the [Specific team], managing key projects, or leading strategic initiatives]. We are confident that your skills and experience make you well-suited for these expanded duties and will further drive the success of the team.

To reflect the increased scope of your role, we are pleased to offer you a salary increase. Starting on [Date], your new annual gross salary will be [New salary amount], representing a [Percentage] increase over your current salary. This adjustment recognizes your expanded responsibilities and reflects our confidence in your ability to excel in this position.

We are excited to see the positive impact you will continue to have in your new role, and we look forward to your future successes. We kindly ask that you sign and return the attached letter to acknowledge your acceptance of the new role and salary.

Congratulations again on this well-deserved promotion, and thank you for your continued dedication and contributions to [Company Name].

Best regards,

[Your Name] [Employee Name]

[Your Job Title] [New Job Title]

Signature Signature