

Salary Negotiation Outcome

Dear [Employee's Name],

We are pleased to inform you that your promotion to [New Position Title] has been approved, effective [Effective Date]. After careful consideration of your contributions and performance, we believe that this position is well-deserved.

Your new salary will be [New Salary Amount], which reflects both your enhanced responsibilities and the value you bring to the team. This change will be effective from [Effective Date].

We appreciate your hard work and dedication to [Company Name]. We look forward to seeing your continued growth in your new role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]