

Promotion with Salary Revision Memo

Date: June 20, 2024
To: John Doe
Employee ID: 12345
Department: Marketing
From: Jane Smith
HR Manager
Subject: Promotion and Salary Revision

Dear John,

We are pleased to inform you of your promotion to **Senior Marketing Executive**, effective **July 1, 2024**.

In recognition of your consistent performance and dedication, your annual salary will be revised as follows:

- **Current Designation:** Marketing Executive
- **New Designation:** Senior Marketing Executive
- **Current Salary:** \$48,000 per annum
- **Revised Salary:** \$56,000 per annum
- **Effective From:** July 1, 2024

Please acknowledge receipt of this memo and contact HR if you have any questions regarding your new role or salary revision.

We congratulate you on your promotion and look forward to your continued contributions to the success of the team.

Best regards,

Jane Smith
HR Manager

Important Notes:

- This memo formalizes both position and salary changes for the employee.
- Ensure the effective date is clearly mentioned for both promotion and salary revision.
- Keep a signed copy of this memo for company records and employee file.
- Consult HR policies to ensure compliance with internal procedures before issuing.
- Communicate the new responsibilities and expectations associated with the promotion.