**POST PROMOTION SALARY INCREASE EMAIL LETTER**

August 2, 20XX

Dear Annie,

Congratulations on your recent promotion! As per your latest performance review on September 2, 20XX, this letter serves as a confirmation of your pay increase based on your promotion from software engineer to Sr. software engineer.

As of September 2, 20XX, your annual pay will increase from $75,000 to $95,000. Please check employee portal for any questions regarding how your salary will be divided per pay period.

Your accomplishments as a software engineer include 105% sprint efficiencies, exceptional contributions to R&D initiatives for localization, and championing clean architecture within the VizOps team.

Moving forward as our new Sr. software engineer, your additional responsibilities will entail:

* Mentoring new batch of software engineers for clean architecture
* Lead migration for RES I, RES II, and RES III product suites to a newer modern framework
* Work closely with LOB Manager for risk mitigation
* Representing eAddress suite in the yearly RES Dev summit

We are confident that you will continue to be an integral part of RES Inc. and we wish to extend our warmest congratulations on your new role!

Sincerely,

Lindsay