

[Date]

[Executive Name]

[Current Title]

[Company Name]

Dear [Executive Name],

It is with great pleasure that we officially confirm your promotion to the position of **[New Executive Title]**, effective **[Effective Date]**. This promotion is a recognition of your leadership, strategic contributions, and dedication to the continued success of [Company Name].

In conjunction with this promotion, your annual base salary will be increased to **[\$[Amount]]**. This new compensation reflects the expanded scope of your responsibilities and your vital role within the executive leadership team. Your pay frequency will remain [Monthly/Bi-weekly], with the first adjusted payment occurring on [Pay Date].

All other executive benefits, including [Bonus Eligibility, Equity Grants, or Allowances], will be updated as follows:

- [Benefit 1]
- [Benefit 2]

Please review the attached updated Executive Employment Agreement for a full description of your new terms and conditions. To signify your acceptance of this promotion and the revised compensation, please sign and return a copy of this letter by [Deadline Date].

Congratulations on this well-deserved achievement. We look forward to your continued leadership as we drive the company toward its long-term objectives.

Sincerely,

[Name]

[Title, e.g., CEO or Board Chair]

[Company Name]

Acknowledgment:

I, [Executive Name], accept the promotion and the terms of the base pay increase as outlined above.

Signature: _____ Date: _____