[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Promotion and Role Reclassification

Dear [Employee Name],

We are pleased to formally notify you of your promotion and the reclassification of your role within [Company Name]. Effective [Effective Date], your job title will change from [Current Title] to [New Title].

This change is a recognition of your significant contributions, professional growth, and commitment to the success of the [Department Name] team. In your new capacity, your primary responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

In conjunction with this promotion and reclassification, your annual base salary will be adjusted to $[New Salary Amount]. This represents a [Percentage]% increase from your previous salary. All other terms and conditions of your employment contract remain in effect.

Please review this letter and sign below to indicate your acceptance of the new terms of your employment. Return the signed copy to the Human Resources department by [Deadline Date].

Congratulations on this well-deserved achievement. We look forward to your continued success in your new role.

Sincerely,

[Manager Name]
[Manager Title]

Acceptance:

I, [Employee Name], accept the promotion and salary adjustment as outlined above.

Signature: _____ Date: _____