

[Date]

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

Subject: Promotion and Change in Compensation Status

Dear [Employee Name],

Congratulations! We are pleased to inform you of your promotion to the position of **[New Job Title]**, effective **[Effective Date]**. This promotion is a reflection of your hard work, dedication, and contributions to [Company Name].

With this promotion, your employment status will change from non-exempt to **exempt**. This means you will no longer be eligible for overtime pay and will instead receive a fixed salary for all hours worked.

The details of your new compensation and role are as follows:

- **New Job Title:** [New Job Title]
- **Reporting To:** [Manager Name/Title]
- **Annual Base Salary:** \$[Amount]
- **Pay Frequency:** [e.g., Bi-weekly / Monthly]

In your new capacity, your primary duties will include [Brief Description of Key Responsibilities]. All other terms and conditions of your employment remain in accordance with the company handbook.

Please review this letter and sign below to indicate your acceptance of the new position and change in status. Return the signed copy to the Human Resources department by [Date].

We are excited to see you take on this new challenge and continue your growth within the company.

Sincerely,

[Sender Signature]
[Sender Name]
[Sender Title]

Acknowledgment and Acceptance:

I accept the promotion to [New Job Title] and understand the change in my status to an exempt salaried employee.

[Employee Signature]

[Date]