

[Date]

[Employee Name]
[Current Department]

Subject: Notification of Promotion and Compensation Adjustment

Dear [Employee First Name],

It is with great pleasure that we formally announce your promotion to the position of **[New Job Title]**, effective **[Effective Date]**. This promotion is a recognition of your leadership, outstanding performance, and significant contributions to [Company Name].

In conjunction with your new executive responsibilities, your compensation package has been adjusted as follows:

- **Annual Base Salary:** Your new annual base salary will be \$[Amount], payable in accordance with the company's standard payroll schedule.
- **Target Bonus Opportunity:** Your annual target bonus opportunity has been increased to **[Percentage]%** of your base salary.

The actual bonus payout remains subject to the terms of the [Year] Executive Incentive Plan, based on both company performance and the achievement of specific individual key performance indicators (KPIs).

All other terms and conditions of your employment agreement remain in effect. Please sign and return a copy of this letter to [Department Name] by [Date] to indicate your acceptance of these updated terms.

We look forward to your continued impact on the executive leadership team and the future success of the organization.

Sincerely,

[Signature]
[Name of Manager/Executive]
[Title]

Acknowledgment and Acceptance:

I accept the promotion and the updated compensation terms as outlined above.

Signature: _____ Date: _____