

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Promotion to [New Job Title] and Performance Expectations

Dear [Employee Name],

I am pleased to formally congratulate you on your promotion to the position of [New Job Title], effective [Effective Date]. This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name].

New Role and Compensation

In your new role, you will report directly to [Supervisor Name]. Your new annual salary will be [Amount], paid on a [Monthly/Bi-weekly] basis. All other terms of your employment agreement remain in effect.

Performance Expectations

As you transition into this leadership/senior role, we have established the following key performance expectations to ensure your success:

- **Primary Objective:** [Describe the main goal of the new role].
- **Key Responsibility:** [Detail specific task or project].
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- **Leadership/Teamwork:** [Describe expectations regarding collaboration or management].
- **KPIs:** Your performance will be measured by [list specific metrics or targets].

Next Steps

During the first 90 days, we will hold [Weekly/Monthly] check-in meetings to discuss your transition and provide feedback. We are confident that you will excel in this new capacity and continue to grow with the organization.

Please sign and return a copy of this letter to acknowledge your acceptance of the new role and the associated expectations.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I accept the promotion to [New Job Title] and understand the performance expectations outlined above.

[Employee Signature]

Date: _____