

[Date]

[Employee Name]
[Current Job Title]

Dear [Employee First Name],

Congratulations! We are pleased to formally offer you a promotion to the position of [New Job Title] within the [Department Name] department, reporting to [Manager Name].

Your new role is effective as of [Effective Date]. This promotion is a reflection of your hard work, dedication, and the significant contributions you have made to [Company Name].

The terms of your new position are as follows:

- **New Salary/Wage:** Your new [annual salary/hourly rate] will be [Amount], payable in accordance with the company's standard payroll schedule.
- **Exempt/Non-Exempt Status:** [Exempt/Non-Exempt]
- **Bonus/Commission:** [Detail any changes to bonus structure or "N/A"]
- **Reporting Structure:** You will now report directly to [Supervisor Name].

All other terms and conditions of your employment contract, including your original start date and benefits eligibility, remain unchanged unless otherwise specified in this letter.

Please review this offer and return a signed copy to [Department/Person] by [Deadline Date] to indicate your acceptance.

We are excited to see you grow in this new capacity and look forward to your continued success with the team.

Best regards,

[Sender Name]
[Sender Title]

Acceptance:

I, [Employee Name], accept the promotion to [New Job Title] under the terms described above.

Signature: _____ Date: _____