

[Date]

[Employee Name]
[Current Job Title]

Dear [Employee Name],

We are pleased to formally offer you a promotion to the position of **[New Executive Job Title]** at [Company Name], effective **[Effective Date]**. This promotion recognizes your significant contributions and leadership within the organization.

Reporting Structure:

In this role, you will report directly to [Name of Supervisor], [Supervisor Title].

Compensation:

Your new annual base salary will be \$[Amount], paid in accordance with the company's standard payroll schedule. This position is classified as [Exempt/Non-Exempt].

Executive Bonus and Incentives:

You will be eligible for [Description of Executive Bonus Plan, e.g., 20% of base salary] based on personal and company performance metrics. You are also eligible for [Description of Equity/Stock Options, if applicable].

Benefits:

Your current seniority and benefits will remain intact. You will also be eligible for additional executive benefits including [List perks, e.g., Car Allowance, Enhanced Health Executive Plan, etc.].

Terms of Employment:

All other terms and conditions of your original employment agreement remain in effect. Please note that employment with [Company Name] remains "at-will."

Please indicate your acceptance of this promotion by signing and returning this letter by [Deadline Date].

Congratulations on this achievement. We look forward to your continued leadership.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I accept the promotion to [New Executive Job Title] under the terms outlined above.

Signature: _____ Date: _____