

[Date]

[Employee Name]
[Current Job Title]
[Department]

Dear [Employee Name],

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

This promotion reflects your hard work and significant contributions to [Company Name]. We are confident that you will excel in this management role.

Promotion Details:

- **New Title:** [New Job Title]
- **Effective Date:** [Date]
- **New Salary/Wages:** \$[Amount] per [Year/Hour]
- **Bonus Eligibility:** [Details of bonus or "Not Applicable"]

All other terms and conditions of your employment contract remain unchanged. Please review the attached updated job description outlining your new responsibilities.

To accept this promotion, please sign and return this letter by [Deadline Date].

We look forward to your continued success in your new role.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____