

[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 Senior Job Title]** within the **[Department Name]** department, effective **[Start Date]**.

This promotion recognizes your hard work, dedication, and the significant contributions you have made to [Company Name]. In your new capacity as a senior member of the team, your responsibilities will include [Key Responsibility 1], [Key Responsibility 2], and [Key Responsibility 3]. You will report directly to [Manager Name/Title].

The terms of your updated employment are as follows:

- **New Salary/Wage:** [Amount] per [Year/Hour]
- **Exempt/Non-Exempt Status:** [Status]
- **Bonus Eligibility:** [Detail any changes to bonus structure or "N/A"]
- **Work Location:** [Office/Remote/Hybrid]

All other terms and conditions of your original employment agreement, including your original hire date and benefits eligibility, remain in effect unless otherwise stated in this letter.

We are confident that you will continue to be a valuable asset to our leadership team and look forward to your continued growth within the company. Please indicate your acceptance of this promotion by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____