

[Date]

[Employee Name]
[Current Job Title]

Dear [Employee Name],

We are pleased to offer you a promotion to the position of **[New Job Title]** at [Company Name], effective **[Effective Date]**. This promotion reflects your hard work and commitment to our success.

Compensation and Benefits:

- **Salary:** Your new annual base salary will be [Amount], paid in accordance with the company's standard payroll cycle.
- **Reporting:** You will now report to [Manager Name/Title].
- **Duties:** Your primary responsibilities will include [Brief description of key duties].

Equity Grant:

In addition to your salary, you will be granted [Number] of [Stock Options/Restricted Stock Units]. Subject to approval by the Board of Directors, these will vest over a [Number]-year period according to the following schedule: [Vesting Schedule Details, e.g., 25% after one year, monthly thereafter]. This grant is subject to the terms and conditions of the [Company Name] Equity Incentive Plan.

All other terms of your employment agreement, including your original start date of [Original Hire Date], remain in effect. Please sign and return this letter by [Deadline Date] to indicate your acceptance.

Congratulations on this new milestone in your career at [Company Name]. We look forward to your continued contributions.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____ Date: _____