

[Date]

[Employee Name]
[Current Department]

Dear [Employee Name],

Congratulations! We are pleased to formally offer you a promotion to the position of **Technical Specialist** within the [Department Name] department, effective [Start Date].

As a Technical Specialist, your new responsibilities will include [Key Duty 1], [Key Duty 2], and [Key Duty 3]. You will report directly to [Manager Name].

Compensation and Benefits:

- **New Salary:** Your new annual base salary will be \$[Amount], paid on a [Monthly/Bi-weekly] basis.
- **Bonus:** You [are/are not] eligible for the [Name of Bonus Plan] starting from the effective date.
- **Benefits:** Your current seniority and benefits package will remain in effect, with adjustments made to your life insurance or disability coverage if they are based on your new salary level.

Please review the updated job description attached to this letter. To accept this promotion, please sign and return a copy of this letter by [Deadline Date].

We are excited about your growth within the company and look forward to your continued contributions to our technical team.

Sincerely,

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

Acceptance:

I, [Employee Name], accept the promotion to Technical Specialist under the terms outlined above.

Signature: _____ Date: _____