

[Date]

Dear [Employee Name],

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

This promotion recognizes your strong performance and your potential for continued leadership within [Company Name]. Your new role is effective as of [Effective Date].

Position Details:

- **New Title:** [New Job Title]
- **New Salary:** [Amount] per [Year/Hour]
- **Status:** [Exempt/Non-Exempt]
- **Bonus Eligibility:** [Details of bonus structure, if applicable]

As part of this promotion, you will participate in the Leadership Development Program, which includes [mention specific training, mentorship, or executive coaching]. We believe this investment will provide you with the tools necessary to succeed in this higher-level capacity.

All other terms and conditions of your employment contract not mentioned here remain in effect. Please review this offer and indicate your acceptance by signing below and returning it to HR by [Due Date].

We are excited to see you take this next step in your career with us.

Best regards,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____