

Date: [Date]

To: [Employee Name]

[Employee Title]

Subject: Promotion to [New Senior Management Title]

Dear [Employee Name],

It is with great pleasure that we officially welcome you to the senior management team as our new [New Job Title], effective [Effective Date].

This promotion is a recognition of your outstanding leadership, strategic vision, and the significant contributions you have made to [Company Name]. We are confident that your expertise will play a vital role in shaping the future direction of our organization.

In your new capacity, you will be responsible for [List Primary Responsibilities]. You will report directly to [Supervisor Name/Title].

Your new compensation package and benefits details are attached for your review. Please sign and return the formal acceptance document by [Date].

Congratulations on this well-deserved advancement. We look forward to your continued success and leadership within the executive team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]