

[Date]

[Employee Name]
[Current Job Title]
[Department]

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title] within the [Department Name] department, effective [Effective Date].

This promotion recognizes your hard work, dedication, and the significant contributions you have made to [Company Name]. In your new role, you will be reporting to [Manager Name] and your primary responsibilities will include [Briefly List Main Duties].

In connection with this promotion, your compensation will be increased to [New Salary/Hourly Rate] per [Year/Hour]. Your other benefits and terms of employment will remain as per your existing contract unless otherwise specified.

Congratulations on this well-deserved advancement. We look forward to your continued success in this new capacity.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acceptance:

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

[Employee Signature]

Date: _____