

[Date]

[Employee Name]  
[Employee ID]  
[Current Job Title]

Subject: Promotion and Performance Review Result

Dear [Employee Name],

Following your recent annual performance review, I am pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date].

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name] over the past year. Your performance exceeded expectations in several key areas, specifically in [Mention 1-2 Key Achievements].

With this promotion, your new compensation details are as follows:

- New Annual Base Salary: [Amount]
- Bonus Eligibility: [Details if applicable]
- New Reporting Manager: [Manager Name, if changed]

Your new responsibilities will include [Briefly list new duties]. We are confident that you will continue to excel in this new role and help drive our team's success.

Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Congratulations on this well-deserved advancement.

Best regards,

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

Acknowledgment:

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[Employee Signature]

Date: \_\_\_\_\_