

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Out-of-Cycle Promotion

Dear [Employee Name],

I am pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date]. This out-of-cycle promotion is a direct result of your exceptional performance, dedication, and the significant contributions you have made to [Company Name].

In your new role, your base salary will be increased to [New Salary Amount] per [Year/Month]. All other terms and conditions of your employment remain unchanged, unless otherwise specified in your updated job description attached to this letter.

We appreciate your hard work and the value you bring to our team. We look forward to your continued success in this new capacity.

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

Congratulations on this well-deserved advancement.

Sincerely,

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

Acknowledgment:

I accept the promotion and the terms outlined above.

[Employee Signature]

Date: _____