

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

Congratulations! We are pleased to formally promote you to the position of [New Job Title] as part of our Leadership Development program, effective [Start Date].

This promotion recognizes your hard work, dedication, and the leadership potential you have demonstrated during your time with [Company Name]. In this new role, you will be responsible for [Brief Description of Key Responsibilities].

Your new compensation package will be [Salary Amount] per [Year/Month], and you will report directly to [Manager Name].

We are confident that you will continue to grow and make significant contributions to the success of our team. Please sign and return the attached copy of this letter to confirm your acceptance of this promotion.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

[Employee Signature]

[Date]