

[Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

It is with great pleasure that I inform you of your promotion to the position of **[New Job Title]**, effective **[Effective Date]**.

This promotion is awarded in recognition of your tenure with [Company Name] and your consistent professional growth. Over the past [Number] years, your contributions have been vital to the success of the [Department] department. This advancement reflects our confidence in your skills and your commitment to the organization's long-term goals.

In your new role, your compensation and benefits will be adjusted as follows:

- **New Salary/Wages:** [Amount]
- **Reporting Manager:** [Manager Name]
- **Additional Changes:** [List any changes to duties or benefits, or N/A]

Please sign and return the attached copy of this letter to acknowledge your acceptance of the new terms. All other terms and conditions of your employment agreement remain in effect.

Congratulations on this well-deserved milestone in your career. We look forward to your continued success with us.

Sincerely,

[Signature]

[Name of Sender]

[Title of Sender]

[Company Name]

Acknowledgment:

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

Signature: _____ Date: _____