

[Company Name]
[Department/Human Resources]
[Date]

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

Dear [Employee Name],

It is with great pleasure that we congratulate you on reaching your ten-year anniversary with [Company Name]. This milestone is a testament to your loyalty, dedication, and the significant impact you have made on our organization over the past decade.

In recognition of your long-term commitment and consistent high performance, we are pleased to inform you of your promotion to [New Senior Title], effective [Effective Date].

This promotion reflects your increased seniority and the leadership you provide within your team. Along with this new title, your compensation and benefits will be adjusted as follows:

- **New Base Salary:** [Amount]
- **Seniority Bonus:** [Amount/Description, if applicable]
- **Updated Responsibilities:** [Briefly mention new duties or refer to attached job description]

Your ten years of service have been instrumental to our success. We value the expertise and historical knowledge you bring to the company, and we look forward to your continued contributions in this senior role.

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

Sincerely,

[Signature]
[Manager Name]
[Title]

Employee Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____ Date: _____