

[Date]

[Candidate Name]

[Current Academic Rank]

[Department Name]

Dear [Candidate Name],

It is with great pleasure that I inform you of your promotion to the rank of [New Rank, e.g., Professor] with continuous tenure, effective [Effective Date].

This promotion is a recognition of your sustained excellence and significant contributions to [Institution Name]. The review committee and the Board of Trustees have noted your outstanding achievements in research, teaching, and service. Specifically, your work in [Specific Field/Area] has demonstrated the high level of scholarship and leadership expected of our senior faculty.

Your promotion includes the following adjustments to your terms of employment:

- New Annual Salary: [Amount]
- Effective Date of Salary Increase: [Date]
- Tenure Status: Continuous/Permanent

We value your continued commitment to the academic mission of this university and look forward to your future contributions to our community. Please sign and return the attached copy of this letter to the Office of Academic Affairs to formally accept this appointment.

Congratulations on this significant milestone in your professional career.

Sincerely,

[Signature]

[Name of Provost/Dean]

[Title]

Acceptance:

I accept the promotion and the terms of tenure as outlined above.

Signature: _____ Date: _____