

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Annual Service Review and Promotion Notification

Dear [Employee Name],

We have recently completed your annual service review for the period of [Start Date] to [End Date]. We are pleased to inform you that your performance has exceeded expectations and your contributions to the team have been invaluable.

In recognition of your hard work and dedication, we are delighted to promote you to the position of **[New Job Title]**, effective **[Effective Date]**.

With this promotion, your new compensation and benefits package will be as follows:

- **New Base Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **New Responsibilities:** [Briefly list key changes or attach job description]

All other terms and conditions of your employment contract remain in effect. Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to indicate your acceptance of this promotion.

Congratulations on this well-deserved advancement. We look forward to your continued success with [Company Name].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

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

Signature: _____ Date: _____