

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Promotion to Tenured Status (Time-In-Grade)

Dear [Employee Name],

Congratulations. We are pleased to formally notify you that you have met the necessary time-in-grade requirements and performance benchmarks for promotion to [New Job Title/Tenure Rank].

This promotion recognizes your continuous service and your commitment to the standards of [Organization Name]. Your new status as a tenured employee is effective as of [Effective Date].

Your updated compensation and benefits details are as follows:

- New Salary/Pay Grade: [Amount/Grade]
- Effective Date of Increase: [Date]
- New Reporting Structure (if applicable): [Supervisor Name]

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 acknowledge your acceptance of this promotion.

Thank you for your continued contributions to our team.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

Acknowledgment of Acceptance:

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[Employee Signature]

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[Date]