

[Current Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to personally thank you for your continued dedication and loyalty over the past [Number] years. Your commitment to our mission and your consistent contributions have been vital to our collective success.

In recognition of your long-term tenure and the professional growth you have demonstrated during your time with us, we are pleased to inform you of your advancement to the position of **[New Job Title]**, effective **[Effective Date]**.

This advancement includes the following updates to your compensation and benefits:

- **New Salary/Wage:** [Amount] per [Year/Hour]
- **Reporting To:** [Manager Name/Title]
- **Additional Benefits:** [List any seniority-based perks, if applicable]

We value the institutional knowledge and stability you bring to the team. We are confident that you will continue to excel in this new capacity and serve as a mentor to those around you.

Please sign and return a copy of this letter to [Department/Person] by [Deadline Date] to formally acknowledge this advancement.

Congratulations on this well-deserved milestone.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

Acknowledgment:

I accept the advancement and the terms outlined above.

Signature: _____ Date: _____