

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Off-Cycle Promotion for Outstanding Performance

Dear [Employee Name],

We are pleased to inform you that, in recognition of your exceptional contributions and outstanding performance, you have been promoted to the position of **[New Job Title]**, effective **[Effective Date]**.

This off-cycle promotion is a direct result of your dedication, specifically your recent achievements in [Mention specific project or accomplishment]. Your commitment to excellence has significantly impacted the success of the [Department Name] team.

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

- **New Annual Base Salary:** [Amount]
- **Reporting Manager:** [Manager Name]
- **New Grade/Level:** [If applicable]

All other terms and conditions of your employment contract remain unchanged. Please find the formal job description for your new role attached to this letter.

We are confident that you will continue to excel in your new capacity and contribute to the ongoing growth of [Company Name]. Congratulations on this well-deserved advancement.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____ Date: _____