

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

I am pleased to formally announce your promotion to [New Job Title], effective [Effective Date].

This off-cycle promotion is a direct result of your exceptional performance and the significant expansion of your current responsibilities. Over the past [Time Period], you have consistently demonstrated leadership and taken on additional duties, including [Brief Description of New Responsibilities].

In recognition of this role expansion, your annual base salary will be increased to [New Salary Amount], effective [Date]. All other terms and conditions of your employment remain unchanged.

We appreciate your hard work and your continued commitment to the success of [Company Name]. We look forward to your future contributions in this new capacity.

Congratulations on this well-deserved advancement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acknowledgment:**

I accept the terms of this promotion and role expansion.

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[Employee Signature]

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[Date]