

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Promotion Notification - Department Reorganization

Dear [Employee Name],

As a result of the recent reorganization within the [Department Name] department, I am pleased to inform you that you are being promoted to the position of [**New Job Title**], effective [**Effective Date**].

This off-cycle promotion recognizes your continued dedication and the expanded responsibilities you will be assuming under our new organizational structure. In your new role, you will report directly to [Supervisor Name].

With this promotion, your compensation will be adjusted as follows:

- **New Base Salary:** [Amount]
- **Bonus Eligibility:** [Details, if applicable]
- **Pay Grade/Level:** [Grade, if applicable]

All other terms and conditions of your employment remain unchanged. You will receive a formal updated job description and any necessary onboarding documentation shortly.

Thank you for your hard work and flexibility during this period of transition. We look forward to your continued contributions to the success of the team.

Sincerely,

[Signature]

[Name]

[Title]