

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Permanent Promotion

Dear [Employee Name],

Following your successful tenure serving in the interim role of [Interim Job Title], I am pleased to formally announce your permanent promotion to the position of [Permanent Job Title], effective [Effective Date].

Your performance during this interim period has demonstrated your capability and commitment to the team. As you transition into this permanent capacity, your new compensation and benefits structure will be as follows:

- **New Job Title:** [Permanent Job Title]
- **Reporting To:** [Manager Name/Title]
- **Annual Base Salary:** [Amount]
- **Exemption Status:** [Exempt/Non-Exempt]

All other terms and conditions of your employment remain unchanged. Please review, sign, and return a copy of this letter to Human Resources by [Deadline Date] to acknowledge your acceptance of these terms.

Thank you for your hard work and dedication during this transition. We look forward to your continued contributions in this permanent role.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept the permanent promotion to [Permanent Job Title] under the terms outlined above.

Signature: _____ Date: _____