

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

Subject: Notification of Off-Cycle Promotion

Dear [Employee Name],

Following your mid-year performance assessment, I am pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date].

This promotion is a recognition of your exceptional contributions, leadership, and the high standard of work you have consistently delivered throughout the first half of the year. We are confident that you will continue to excel in this new capacity.

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

- **New Base Salary:** [Amount] per [Year/Month]
- **Incentive/Bonus Eligibility:** [Details, if applicable]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your employment contract remain unchanged. Please review, sign, and return a copy of this letter to the Human Resources department by [Deadline Date] to formally accept this offer.

Congratulations on this well-deserved achievement. We look forward to your continued success with [Company Name].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment and Acceptance:

I accept the promotion to [New Job Title] under the terms outlined above.

[Employee Signature]

[Date]