

Date: [Date]

To: [Employee Name]

Subject: Promotion to [New Job Title]

Dear [Employee Name],

I am pleased to inform you that, in recognition of your exceptional performance and leadership potential, you are being promoted to the position of **[New Job Title]**, effective **[Effective Date]**.

This off-cycle promotion is a result of the Fast-Track Leadership program, acknowledging your significant contributions to [Department/Project Name] and your ability to exceed expectations in [specific area of achievement].

With this promotion, your new compensation details are as follows:

- **New Annual Salary:** [Amount]
- **Bonus Eligibility:** [Details, if applicable]
- **Reporting To:** [Manager Name]

Your updated job description, outlining your new responsibilities and key performance indicators, is attached to this letter. Please review, sign, and return a copy to HR by [Date].

Congratulations on this well-deserved advancement. We look forward to your continued leadership and success within the company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____ Date: _____