

[Date]

[Employee Name]  
[Employee ID]  
[Current Department]

**Subject: Promotion Notice - [New Job Title]**

Dear [Employee Name],

Following the successful completion of the [Project Name] project, we are pleased to inform you of your promotion to the position of [New Job Title], effective [Effective Date].

This off-cycle promotion recognizes your exceptional leadership and technical contributions throughout the project. Your dedication was instrumental in achieving [specific project milestone or outcome].

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

- **New Annual Salary:** \$[Amount]
- **New Reporting Manager:** [Manager Name]
- **Bonus/Incentive Eligibility:** [Details, if applicable]

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to [Department Name] by [Date] to formally accept this promotion.

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

Best regards,

[Name]  
[Title]  
[Company Name]

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**Acknowledgment and Acceptance:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_