

[Date]

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

Subject: Notification of Off-Cycle Promotion and Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that you are being promoted to the position of [New Job Title], effective [Effective Date].

This off-cycle promotion is a direct result of your exceptional performance and a proactive review of market competitiveness. To ensure our compensation remains aligned with industry standards and to recognize your increased responsibilities, your compensation package has been adjusted as follows:

- **New Job Title:** [New Job Title]
- **New Base Salary:** [Amount] per [Year/Month]
- **Reporting To:** [Manager Name]

All other terms and conditions of your employment agreement remain unchanged. Your hard work and dedication have been instrumental to our team's success, and we are confident that you will excel in this new capacity.

Please sign and return a copy of this letter to [HR Department/Contact Person] by [Date] to formally acknowledge your acceptance of this promotion.

Congratulations on this well-deserved achievement.

Best regards,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined in this letter.

Signature: _____ Date: _____