

[Date]

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

Subject: Notice of Off-Cycle Promotion and Critical Skills Recognition

Dear [Employee First Name],

I am pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date].

This off-cycle promotion is a direct result of your exceptional mastery of [Specific Critical Skill/Technology] and your continued dedication to the success of [Project Name/Department]. Your specialized expertise has been identified as a critical asset to the organization's strategic goals.

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

- **New Annual Base Salary:** [Amount]
- **New Job Grade/Level:** [Level]
- **Reporting To:** [Manager Name]

All other terms and conditions of your employment contract remain unchanged. Please note that this adjustment is outside of the standard annual review cycle, reflecting the high value we place on your unique skill set.

Congratulations on this well-deserved advancement. We look forward to your continued contributions to the team.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acknowledgment:

I accept the terms of this promotion as outlined above.

Signature: _____ Date: _____