

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

Congratulations! Following your recent annual performance review, we are pleased to inform you that you are being promoted to the position of [New Job Title], effective [Effective Date].

This promotion is in recognition of your hard work, dedication, and the significant contributions you have made to the [Department Name] team over the past year. Your commitment to excellence has been a key factor in our collective success.

With this promotion, your new annual salary will be [New Salary Amount], paid on a [Monthly/Bi-weekly] basis. Your new reporting manager will be [Manager Name], and your primary responsibilities will now include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to acknowledge your acceptance of the new role and terms.

We are excited to see you grow within the company and look forward to your continued success in this new capacity.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

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**Acknowledgment:**

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

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