

[Date]

[Employee Name]

[Current Title]

[Department]

**Subject: Notification of Promotion and Annual Review Results**

Dear [Employee Name],

Following your recent annual performance review, I am pleased to formally congratulate you on your promotion to [**New Executive Title**], effective [**Effective Date**].

This promotion is a recognition of your exceptional leadership, strategic contributions, and commitment to the company's long-term goals over the past year. As part of the executive management team, your new responsibilities will include [List 1-2 Key Responsibilities].

Regarding your compensation package:

- **New Base Salary:** [Amount]
- **Annual Bonus Eligibility:** [Percentage/Amount] based on performance metrics
- **Equity/Stock Options:** [Details if applicable]

Your performance has been instrumental in our recent successes, and we are confident that you will continue to drive excellence in this elevated capacity. We look forward to your continued leadership.

Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acknowledgment:**

\_\_\_\_\_  
[Employee Signature]

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