

[Company Name]
[Department]
[Date]

[Employee Name]
[Current Job Title]

Dear [Employee Name],

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

This promotion is a recognition of your outstanding performance over the past year. Your dedication to [Specific Achievement or Skill] and your consistent ability to exceed your targets have been invaluable to the team. We are particularly impressed with your work on [Specific Project or Responsibility].

With this new role, your compensation will be adjusted as follows:

- New Annual Salary: [Amount]
- Bonus Eligibility: [Details, if applicable]
- Reporting to: [Manager Name]

Your new responsibilities will include [Briefly list 2-3 key duties]. We are confident that you will continue to excel and lead by example in your new capacity.

Congratulations on this well-deserved advancement. We look forward to your continued success with [Company Name].

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]

Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____ Date: _____