

[Date]

[Employee Name]

[Current Title]

Subject: Promotion Notification

Dear [Employee Name],

Following our recent annual leadership review, it is my pleasure to inform you that you have been promoted to the position of [New Title], effective [Effective Date].

This promotion recognizes your exceptional leadership, strategic contributions, and dedication to the company over the past year. Your ability to drive results and mentor your team has been instrumental to our success.

In this new role, your responsibilities will expand to include:

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

Your new annual base salary will be [Amount], and you will remain eligible for the [Bonus Plan Name] at a target rate of [Percentage]%. All other terms and conditions of your employment remain in effect.

Congratulations on this well-deserved advancement. We look forward to your continued leadership and impact on the organization.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Acknowledgment:

I accept the terms of this promotion.

[Employee Signature]