

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Promotion to [New Job Title]

Dear [Employee Name],

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

Over the past year, you have demonstrated exceptional technical expertise and a commitment to high-quality results. Specifically, your contributions to [Project Name or Key Achievement] and your ability to [Specific Technical Skill or Impact] have been vital to the team's success. This promotion recognizes your growth as a Technical Specialist and your increased responsibilities within the organization.

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

- **New Salary:** [Amount] per [Year/Month]
- **Reporting To:** [Manager Name]
- **Key Responsibilities:** [Briefly list 2-3 new high-level duties]

We are excited to see you continue your professional development in this new capacity. Please sign below to acknowledge your acceptance of these terms and return this letter to Human Resources by [Deadline Date].

Thank you for your hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

Acknowledgment:

[Employee Signature]

[Date]