

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Promotion to [New Job Title]

Dear [Employee Name],

Following your annual performance review, I am pleased to formally congratulate you on your promotion to the position of [New Job Title], effective [Effective Date].

During the past year, your contributions to the [Department Name] department have been exceptional. Specifically, your work on [Project/Key Achievement] and your leadership in [Specific Skill or Area] have demonstrated that you are ready for this increased level of responsibility.

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

- **New Salary/Wage:** [Amount]
- **Reporting To:** [Supervisor Name/Title]
- **Key Responsibilities:** [Briefly list new duties]

We are confident that you will continue to be a vital asset to our team and play a key role in the department's future success. Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Congratulations on this well-deserved advancement.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]

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### **Acknowledgment:**

I accept the promotion and the terms outlined above.

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