

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Promotion and Role Expansion Notification

Dear [Employee Name],

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

This promotion recognizes your significant contributions over the past year and your readiness to take on increased responsibilities. In this new capacity, your role will expand to include:

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

In recognition of your new role, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. All other terms and conditions of your employment remain in effect.

We appreciate your hard work and dedication to [Company Name]. We look forward to your continued success and the impact you will make in this expanded role.

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

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____

Date: _____