

[Current Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Promotion to Team Leader

Dear [Employee Name],

Following your annual performance review, I am pleased to formally offer you a promotion to the position of Team Leader, effective [Start Date].

Over the past year, you have demonstrated exceptional leadership qualities, a strong commitment to our team's goals, and consistent high-quality work. This promotion is a recognition of your hard data-driven results and your ability to inspire those around you.

In your new role as Team Leader, your key responsibilities will include:

- Overseeing daily team operations and workflow.
- Mentoring team members and conducting performance check-ins.
- Acting as the primary point of contact between the team and upper management.
- Ensuring all project deadlines and quality standards are met.

Your new compensation package will be as follows:

- New Salary: [Amount]
- Bonus Eligibility: [Details]
- Reporting Manager: [Name]

Please review this letter and sign below to indicate your acceptance of the new role and terms. We are excited to see you take this next step in your career with [Company Name].

Congratulations on your well-deserved promotion.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Acceptance:

I, [Employee Name], accept the promotion to Team Leader under the terms outlined above.

Signature: _____ Date: _____