

[Company Letterhead]

[Date]

[Recipient Name]
[Current Job Title]
[Department]

Dear [Recipient Name],

Following your annual performance review, I am pleased to formally notify you of your promotion to **[New Job Title, e.g., Senior Director / Executive Director]**, effective **[Effective Date]**.

This promotion recognizes your exceptional leadership over the past year. Your contributions to **[Specific Project or Department Goal]** and your commitment to the company's strategic vision have been instrumental to our success. As you transition into this Director-level role, your responsibilities will expand to include **[Briefly list key new responsibilities or oversight areas]**.

In conjunction with this promotion, your compensation package has been adjusted as follows:

- **New Annual Salary:** \$[Amount]
- **Incentive/Bonus Eligibility:** [Details of bonus structure]
- **Equity/Stock Options:** [Details if applicable]

All other terms and conditions of your employment agreement remain in effect. You will continue to report to **[Manager Name/Title]**.

We are confident that you will continue to be a driving force within our leadership team. Thank you for your hard work and dedication to **[Company Name]**.

Sincerely,

[Signature]
[Name of Executive/HR Director]
[Title]

Acknowledgment:

I accept the terms of this promotion as outlined above.

Signature: _____ Date: _____