

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Current Job Title]

Dear [Employee Name],

Congratulations. Following your recent annual performance review, I am pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date].

During the past year, your performance consistently exceeded expectations. Your dedication to [Specific Project or Skill] and your ability to [Specific Achievement] have made a significant impact on the team. This promotion is a direct reflection of your hard work, leadership, and the high standards you maintain in your professional conduct.

With this new role, your base salary will be increased to [New Salary Amount] per year. You will also be eligible for [Mention New Benefits or Bonus Structure, if applicable]. Your primary responsibilities will now include [Briefly List 2-3 New Responsibilities].

We are excited to see your continued growth within [Company Name]. 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 to [New Job Title] and the terms outlined above.

[Employee Signature]

[Date]