

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

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 contributions to the [Department Name] team have been exceptional. Specifically, your work on [Project/Achievement] and your commitment to [Core Value/Skill] have demonstrated that you are ready for this increased level of responsibility.

With this promotion, your compensation and benefits will be adjusted as follows:

- **New Base Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **Bonus Eligibility:** [Details, if applicable]

A revised job description outlining your new responsibilities is attached to this letter. Please review, sign, and return a copy to the Human Resources department by [Deadline Date].

Congratulations on this well-deserved advancement. We look forward to your continued success and leadership within [Company Name].

Sincerely,

[Signature]
[Name of Sender]
[Title of Sender]