[Date]

[Employee Name]
[Current Job Title]
[Department]

Dear [Employee Name],

Congratulations! We are pleased to formally notify you of your promotion to the position of [New Job Title] within the [Department] department, effective [Effective Date].

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name]. In your new role, you will report to [Manager Name] and your primary responsibilities will include [Briefly list key responsibilities].

In connection with this promotion, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. This change will also be effective as of [Effective Date].

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to acknowledge your acceptance of the new position and salary terms.

We are excited to see you take on this new challenge and continue your professional growth with us. Thank you for your continued commitment to our success.

Sincerely,

[Name]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I accept the promotion to [New Job Title] and the salary increase as outlined above.

Signature: _____ Date: _____