[Date]

[Employee Name]
[Employee ID]
[Current Department]

Dear [Employee Name],

Congratulations! Based on your exceptional performance and significant contributions to [Company Name], we are pleased to inform you that you have been promoted to the position of **[New Job Title]**, effective **[Effective Date]**.

This promotion is a recognition of your hard work, particularly your achievements in [Specific Project/Key Achievement]. Your dedication has played a vital role in our team's success.

In addition to your new responsibilities, your annual base salary will be increased to **[New Salary Amount]**. This represents a **[Percentage]%** increase from your previous salary. All other terms and conditions of your employment remain in effect.

Your new reporting manager will be [Manager Name]. They will meet with you shortly to discuss your updated job description and performance goals for the upcoming year.

We are excited to see you grow in this new role and thank you for your continued commitment to the company.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined in this letter.

Signature: _____ Date: _____