[Date]

[Employee Name]
[Current Title]
[Department]

Dear [Employee Name],

On behalf of the Board of Directors and the executive team, I am pleased to formally confirm your promotion to the position of [New Executive Job Title], effective [Effective Date].

This promotion recognizes your outstanding leadership, strategic contributions, and dedication to the long-term success of [Company Name]. In your new capacity, you will be responsible for [Brief Description of Key Responsibility or Oversight].

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

- **New Base Salary:** Your annual base salary will be increased to $[Amount], payable in accordance with the company's standard payroll schedule.
- **Executive Bonus Plan:** You will be eligible to participate in the [Year] Executive Incentive Plan with a target bonus of [Percentage]% of your base salary, based on [Company/Individual] performance metrics.
- **Equity/Stock Options:** [Optional: Detail any new grants or vesting schedules here, or state "No change to current equity agreements"].

All other terms and conditions of your employment remain in effect. Please review this letter and indicate your acceptance of this promotion and the revised compensation terms by signing and returning a copy to the Human Resources Department by [Date].

We are confident that you will continue to play a vital role in our future growth and success. Congratulations on this well-deserved achievement.

Sincerely,

[Name]
[Title, e.g., CEO or Chairman]
[Company Name]

Acceptance:

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

Signature: _____ Date: _____