[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

We are pleased to inform you that, based on your exceptional performance and significant contributions to [Company Name], you are being promoted to the position of [New Job Title], effective [Effective Date].

This promotion is a recognition of your hard work, leadership, and the high quality of your results over the past [Period of Time]. In your new role, your primary responsibilities will include [Briefly Mention Key Responsibilities]. You will now report to [Manager Name/Title].

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

We appreciate your dedication and are confident that you will continue to succeed in this new capacity. Thank you for your continued commitment to our team.

Sincerely,

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

Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____ Date: _____