[Date]

[Employee Full Name]
[Current Job Title]

Dear [Employee Name],

Congratulations. We are pleased to formally offer you a promotion to the position of **[New Leadership Title]**, effective **[Start Date]**.

In this new leadership role, you will be responsible for [List key responsibility 1, e.g., managing the marketing team], [List key responsibility 2, e.g., overseeing quarterly budgets], and reporting directly to [Supervisor Name/Title]. Your leadership and contributions to the company have been outstanding, and we are confident in your ability to excel in this elevated capacity.

In recognition of your new responsibilities, your annual base salary will be increased to **$[New Salary Amount]**. This change will be reflected in your paycheck starting on **[Pay Date]**. [Optional: Mention other benefits, such as bonus eligibility or equity].

All other terms and conditions of your employment remain unchanged. Please review this letter and sign below to indicate your acceptance of the new role and compensation terms.

We look forward to your continued success and your impact as a leader within the organization.

Sincerely,

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

Acceptance:

I, [Employee Name], accept the promotion to [New Leadership Title] and the associated salary increase as outlined above.

Signature: _____ Date: _____