

[Date]

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

Dear [Employee Name],

Congratulations! We are pleased to formally announce your promotion to the position of **[New Job Title]**, effective **[Effective Date]**.

This promotion is a recognition of your hard work, dedication, and the increased responsibilities you have successfully taken on within the [Department Name] team. In your new role, your primary responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Please note that while this role brings an expanded scope of authority and a change in title, your current compensation package and benefits remain the same at this time. Your next salary review will take place during the standard annual review cycle in [Month/Year].

We are confident that you will continue to excel in this new capacity and contribute to the ongoing success of [Company Name].

Please sign below to acknowledge your acceptance of the new title and responsibilities.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment:

I, [Employee Name], accept the promotion to [New Job Title] under the terms described above.

Signature: _____ Date: _____