

Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

Subject: Promotion to [New Job Title]

Dear [Employee Name],

I am 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 significant contributions you have made to [Department Name].

As we discussed, the company is currently undergoing a temporary budget freeze. As a result, we are unable to provide a salary adjustment at this time. However, your new responsibilities and title change will take effect immediately as scheduled.

Please note that your compensation will be prioritized for review as soon as the budget freeze is lifted or during the next fiscal review period. We are committed to aligning your salary with your new level of responsibility as soon as circumstances allow.

Your new duties will include:

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

We appreciate your understanding regarding the current financial climate and thank you for your continued commitment to the team's success. Please sign below to acknowledge the acceptance of your new title and responsibilities under these terms.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____