

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Notification of Title Advancement

Dear [Employee Name],

It is with great pleasure that we officially recognize your advancement to the position of [**New Job Title**], effective [**Effective Date**].

This title change is a reflection of your hard work, the increased scope of your responsibilities, and your continued dedication to the success of [Company Name]. We have been consistently impressed with your performance and your commitment to professional growth within the team.

As part of this advancement, your new compensation and benefit details are as follows:

- New Salary/Rate: [Amount]
- Reporting to: [Manager Name]
- Other changes: [Mention any bonus eligibility or specific perks, or N/A]

Please find the updated job description attached to this letter. We ask that you sign and return a copy of this document to the HR department by [Due Date] to acknowledge your acceptance of the new terms.

Thank you for your valuable contributions. We look forward to seeing your continued impact in this new capacity.

Congratulations on this well-deserved achievement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]