

[Date]

[Employee Name]
[Current Job Title]
[Department]

Dear [Employee Name],

Subject: Promotion to [New Job Title]

I am 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 direct result of your hard work, specifically your achievements in [mention 1-2 specific accomplishments]. We are confident that you will continue to bring the same level of excellence to your new role.

In your new capacity, your responsibilities will include:

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

In recognition of this advancement, your annual salary will be increased to [New Salary Amount], and you will report to [Manager Name]. All other terms and conditions of your employment remain the same.

Congratulations on this well-deserved milestone in your career. We look forward to your continued success with us.

Sincerely,

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

Acknowledgment:

I accept this promotion and the terms outlined above.

[Employee Signature]