

**Date:** [Insert Date]

**To:** [Employee Name]

**Current Position:** [Current Job Title]

**Subject:** Notice of Promotion and Transitional Authority

Dear [Employee Name],

We are pleased to formally notify you of your promotion to the position of **[New Job Title]**, effective **[Effective Date]**. This promotion is a recognition of your contributions and leadership potential within [Organization Name].

As part of this promotion, you are hereby granted **Transitional Authority**. During this transition period, which will last from [Start Date] to [End Date], you are authorized to exercise the following powers and responsibilities:

- **Decision Making:** Final approval authority on [Specific Department/Project] matters.
- **Financial Oversight:** Budgetary oversight for [Specific Fund or Department] up to the amount of [Currency/Amount].
- **Personnel Management:** Direct supervision and performance evaluation of [Team Name/Department].
- **Strategic Implementation:** The mandate to initiate and oversee the [Project Name] transition plan.

During this phase, you will report directly to [Supervisor Name/Title], who will provide guidance as you assume these expanded duties. A formal review of this transitional period will take place on [Review Date].

Your compensation and benefits package will be adjusted to reflect this new role as follows: [Insert Salary/Benefit Details].

Congratulations on this achievement. We have full confidence in your ability to lead through this transition.

Sincerely,

[Signature]

[Name of Issuing Officer]

[Title]

[Organization Name]

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**Acknowledgment:**

I, [Employee Name], accept the promotion and the terms of the transitional authority outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_