

[Date]

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

Dear [Employee Name],

As a result of our recent organizational restructuring, I am pleased to inform you that you are being promoted to the position of **[New Job Title]**, effective **[Effective Date]**.

This reorganization is designed to better align our internal resources with our strategic goals. Given your strong performance and leadership capabilities, we believe you are the ideal person to take on these expanded responsibilities within the new structure.

In this new role, your key responsibilities will include:

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

Your new reporting line will be to **[Manager Name/Title]**. Regarding your compensation, your annual salary will be adjusted to **[Amount]**, and you will be eligible for [mention any new benefits or bonus structures, if applicable].

Please review this letter and the attached formal job description. To accept this promotion, please sign and return a copy of this letter by [Deadline Date].

Congratulations on this well-deserved promotion. We look forward to your continued contributions to the success of [Company Name].

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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### **Acknowledgment and Acceptance:**

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

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