

Date: [Date]

To: [Employee Name]

Job Title: [Current Job Title]

Subject: Promotion to [New Job Title]

Dear [Employee Name],

We are pleased to formally offer you a promotion to the position of **[New Job Title]**, effective **[Effective Date]**. This promotion is a recognition of your hard work, dedication, and the increased responsibilities you have successfully undertaken.

In this new role, you will report to **[Manager Name/Title]**. Your primary responsibilities will include:

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

Please note that this is a dry promotion. While your job title, authority level, and responsibilities are increasing, your current base salary and benefits package will remain unchanged at this time. We will review your compensation during the next formal performance and budget cycle scheduled for [Date/Period].

We are confident that you will continue to be a valuable asset to [Company Name] in this expanded capacity. Please sign and return a copy of this letter by [Deadline Date] to indicate your acceptance of these new terms.

Congratulations on your achievement.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____