

**Date:** [Insert Date]

**To:** [Employee Name]

**Subject:** Promotion to [New Job Title]

Dear [Employee Name],

We are pleased to inform you of your promotion to the position of **[New Job Title]**, effective **[Effective Date]**. This promotion recognizes your significant contributions and your ability to take on increased responsibilities within [Company Name].

Please review the following terms and conditions associated with this promotion:

- **Role and Responsibilities:** In this new capacity, you will be responsible for [Brief Description of New Duties]. You will report directly to [Manager Name/Title].
- **Compensation:** Please note that your current base salary and financial benefits package will remain unchanged at this time. This is a "dry promotion," focusing on professional advancement, expanded authority, and career development.
- **Salary Review:** Your compensation will be eligible for review during the next formal performance cycle or on [Specific Date/Milestone], based on business performance and individual results in the new role.
- **Probationary Period:** A performance evaluation period of [Number] months will apply to this new role to ensure a smooth transition.
- **Working Hours and Location:** Your standard working hours and primary work location will remain [Same/Describe Changes if any].

All other terms and conditions of your existing employment contract remain in full force and effect.

We are confident that you will excel in this new position and contribute to the continued success of the team. Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Acknowledgment:**

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

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