

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Current Title]
[Employee Address]

Dear [Employee Name],

It is with great pleasure that we officially announce your promotion to the position of **Chief Human Resources Officer (CHRO)**, effective [Start Date].

This promotion recognizes your exceptional leadership, strategic vision, and the significant contributions you have made to our organization's culture and talent management. In your new role as CHRO, you will be responsible for overseeing all human resources functions, including talent acquisition, organizational development, total rewards, and employee engagement, reporting directly to the [CEO/President].

The terms of your promotion are as follows:

- **New Annual Salary:** \$[Amount]
- **Bonus Eligibility:** [Details of executive bonus plan]
- **Equity/Stock Options:** [Details, if applicable]
- **Benefits:** [Mention any executive-level benefit changes]

Please review and sign this letter to indicate your acceptance of the new role and its associated terms. We are confident that you will continue to drive our company toward excellence through our most valuable asset-our people.

Congratulations on this well-deserved advancement.

Sincerely,

[Name]
[Title, e.g., CEO]
[Company Name]

Acceptance:

I accept the promotion to Chief Human Resources Officer under the terms outlined above.

[Employee Signature]

[Date]