

[Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

It is with great pleasure that we announce your promotion to the position of **Vice President of Human Resources** at [Company Name], effective [Effective Date].

This promotion recognizes your exceptional leadership, strategic vision, and the significant contributions you have made to our organizational culture and talent management. In your new role, you will oversee all HR functions, including global talent acquisition, employee relations, total rewards, and organizational development.

As Vice President of Human Resources, you will report directly to [Supervisor Name/Title]. Your new compensation package will be [Salary Amount], and you will be eligible for [mention bonus or specific executive benefits].

We are confident that your expertise will continue to drive [Company Name] toward its strategic goals. Please sign and return a copy of this letter to confirm your acceptance of the terms of your promotion.

Congratulations on this well-deserved advancement.

Sincerely,

[Signature]

[Name of Executive]

[Title]

[Company Name]

Acceptance:

I accept the promotion to Vice President of Human Resources under the terms described above.

Signature: _____ Date: _____