

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

[Date]

[Employee Name]
[Current Job Title]
[Employee ID]

Dear [Employee Name],

We are pleased to inform you that you are being promoted to the position of **Senior Director of Human Resources**, effective [Start Date].

This promotion is in recognition of your leadership, dedication, and the significant contributions you have made to our organization. In this new role, you will be responsible for overseeing the entire HR department, developing global talent strategies, and advising the executive team on organizational culture and policy.

The terms of your promotion are as follows:

- **New Salary:** \$[Amount] per year.
- **Reporting To:** [Name of Supervisor/Chief Officer].
- **Bonus Eligibility:** [Details of bonus or incentive plans].
- **Benefits:** [Mention any changes to executive benefits].

We have full confidence that you will continue to excel in this senior leadership capacity and help drive the company toward its strategic goals.

Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Congratulations on this well-deserved advancement.

Sincerely,

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

Acceptance:

I, [Employee Name], accept the promotion to Senior Director of Human Resources under the terms outlined above.

Signature: _____ Date: _____