

[Date]

[Employee Name]

[Current Title]

Dear **[Employee Name]**,

On behalf of the Board of Directors and the Executive Leadership Team, I am pleased to formally announce your promotion to **[New Executive Title]**, effective **[Effective Date]**.

This promotion recognizes your significant contributions to **[Company Name]** and your demonstrated ability to lead at a strategic level. In this new capacity, you will be responsible for overseeing **[Department/Division]** and reporting directly to **[Superior's Name and Title]**.

Your new compensation package will be as follows:

- **Annual Base Salary:** [Amount]
- **Incentive/Bonus Structure:** [Details]
- **Equity/Stock Options:** [Details, if applicable]
- **Executive Benefits:** [Details regarding car allowance, health plans, etc.]

Please review the attached formal agreement outlining your updated roles, responsibilities, and performance expectations. Kindly return a signed copy to the Human Resources Department by **[Date]**.

We are confident that your leadership will continue to drive our organizational goals and long-term success. Congratulations on this well-deserved advancement.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]