

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

[Employee Name]
[Current Address]
[City, State, Zip Code]

Subject: Promotion to Global Head of Human Resources

Dear [Employee Name],

It is with great pleasure that we announce your promotion to the position of **Global Head of Human Resources**, effective [Start Date].

This promotion is a recognition of your outstanding leadership, strategic vision, and the significant contributions you have made to our organization. In your new role, you will be responsible for overseeing all global HR operations, talent management strategies, and organizational development initiatives across all international regions.

Your new compensation and benefits package will be as follows:

- **New Base Salary:** [Amount] per [Year/Month]
- **Incentive/Bonus Structure:** [Details of Executive Bonus Plan]
- **Reporting Line:** You will report directly to [Name/Title, e.g., Chief Executive Officer]
- **Additional Benefits:** [List any executive-level benefits]

We are confident that your expertise will continue to drive our global workforce toward excellence and support our company's mission on a worldwide scale.

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

Congratulations on this well-deserved advancement.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____