

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

On behalf of the executive leadership team, I am pleased to formally promote you to the position of [New Senior Management Job Title], effective [Effective Date].

This promotion is in recognition of your outstanding leadership, strategic contributions, and dedication to the success of [Company Name]. In this senior role, you will report directly to [Manager Name/Title] and will be responsible for [Brief mention of key responsibilities].

Your new compensation and benefits package will be as follows:

- **New Base Salary:** [Amount] per [Year/Month]
- **Bonus Eligibility:** [Details of senior management incentive plan]
- **Equity/Stock Options:** [Details if applicable]
- **Executive Benefits:** [List any additional perks or benefits]

Please review and sign the attached updated employment agreement to confirm your acceptance of this new role. We are confident that you will continue to be a driving force in our organization's growth and success.

Congratulations on this well-deserved advancement.

Sincerely,

[Your Signature]

[Your Name]
Chief People Officer