

[Date]

[Employee Name]
[Current Job Title]

Dear [Employee Name],

It is with great pleasure that we officially announce your promotion to the position of **Senior Director of Talent Acquisition**, effective [Effective Date].

This promotion is a recognition of your leadership, your strategic contributions to our recruitment processes, and your dedication to building a high-performing team. In your new role, you will be responsible for overseeing the global talent strategy, managing the full recruitment lifecycle at an executive level, and aligning our hiring goals with the company's long-term business objectives.

The terms of your new position are as follows:

- **New Title:** Senior Director of Talent Acquisition
- **Reporting To:** [Manager Name/Title]
- **Annual Salary:** [New Salary Amount]
- **Bonus Eligibility:** [Details of Bonus Structure]

We are confident that you will continue to drive excellence and innovation within our Talent Acquisition department. Your vision will be instrumental in attracting the top-tier talent required for our continued growth.

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

Congratulations on this well-deserved achievement.

Sincerely,

[Signature]
[Name of Executive/HR Lead]
[Title]
[Company Name]

Acknowledgment:

I accept the promotion to Senior Director of Talent Acquisition under the terms outlined above.

Signature: _____ Date: _____