

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

[Date]

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

Dear [Employee Name],

On behalf of the Board of Directors and the executive team, I am pleased to formally announce your promotion to the position of [New Job Title], effective [Effective Date].

This promotion recognizes your significant contributions to [Company Name] and your demonstrated leadership excellence. In your new capacity, you will be responsible for [Brief Description of Key Responsibilities/Strategic Goals]. You will continue to report to [Supervisor Name/Title].

In conjunction with this promotion, your compensation package has been adjusted as follows:

- **Base Salary:** Your annual base salary will be increased to \$[Amount], payable in accordance with the company's standard payroll schedule.
- **Annual Incentive Plan:** You will be eligible for a target bonus of [Percentage]% of your base salary, contingent upon the achievement of specific corporate and individual performance objectives.
- **Equity/Long-Term Incentives:** [Details of Stock Options, RSUs, or LTI grants if applicable].
- **Executive Benefits:** [List any additional benefits such as car allowance, executive health plan, etc.].

All other terms and conditions of your employment agreement remain in effect. Please review this document and indicate your acceptance of these terms by signing below and returning a copy to [Department/Name] by [Deadline Date].

We look forward to your continued leadership and the impact you will make in this expanded role.

Sincerely,

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

Acknowledgment and Acceptance:

I accept the promotion to [New Job Title] and agree to the compensation terms outlined above.

Signature: _____ Date: _____