

Date: [Insert Date]

To: [Employee Name]

Current Position: [Current Job Title]

Subject: Promotion to [Insert New Senior Management Title]

Dear [Employee Name],

On behalf of the executive team, I am pleased to formally congratulate you on your promotion to the position of **[Insert New Job Title]**, effective **[Insert Effective Date]**.

This promotion recognizes your exceptional leadership, strategic contributions, and dedication to the long-term success of [Company Name]. In this senior capacity, you will report directly to [Name/Title of Supervisor] and will be responsible for overseeing [Insert Department or Key Responsibilities].

The terms of your new appointment are as follows:

- **New Base Salary:** [Insert Amount] per annum
- **Executive Bonus Structure:** [Insert Details or "As per Senior Management Policy"]
- **Equity/Stock Options:** [Insert Details if applicable]
- **Benefit Adjustments:** [Insert changes to leave, insurance, or perks]

Please find the updated job description and the formal employment amendment attached. We ask that you review, sign, and return these documents to the Human Resources department by [Insert Date].

We have full confidence in your ability to lead your team and drive our organizational goals forward. Thank you for your continued commitment to excellence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept the promotion to [New Job Title] under the terms outlined above.

Signature: _____ Date: _____