

[Company Header/Logo]

[Date]

[Employee Name]

[Current Job Title]

[Department]

**Subject: Notification of Promotion to [New Senior Job Title]**

Dear [Employee Name],

I am pleased to inform you that the Board of Directors has officially approved your promotion to the position of [New Senior Job Title], effective [Effective Date].

This promotion is a recognition of your outstanding leadership, strategic contributions to the Human Resources department, and your commitment to the company's core values. The Board and the executive team have been particularly impressed with your work on [Specific Achievement or Project].

In your new senior role, your responsibilities will expand to include:

- [New Responsibility 1]
- [New Responsibility 2]
- [New Responsibility 3]

With this promotion, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. You will also be eligible for [mention any new bonuses, stock options, or executive benefits].

All other terms and conditions of your employment remain in effect. Please sign and return the attached copy of this letter to acknowledge your acceptance of the new terms.

Congratulations on this well-deserved advancement. We look forward to your continued impact on our organization's success.

Sincerely,

[Signature]

[Name of Manager/Executive]

[Title]

[Company Name]

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**Acceptance:**

I accept the promotion to [New Senior Job Title] under the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_