

CONFIDENTIAL

Date: [Insert Date]

[Employee Name]
[Current Title]
[Department]

Dear [Employee Name],

It is with great pleasure that we formally announce your promotion to the position of **[Insert New Title, e.g., Chief People Officer / Senior Vice President of Human Resources]**, effective **[Insert Effective Date]**.

This promotion recognizes your exceptional leadership, strategic vision, and the significant impact you have made on our organization's culture and talent management. In this senior executive capacity, you will report directly to [Insert Manager Name/Title] and will be responsible for overseeing [Insert Key Responsibilities/Regions].

Your new compensation and benefits package is as follows:

- **Base Salary:** \$[Insert Amount] per annum.
- **Executive Bonus Eligibility:** [Insert Details].
- **Equity/Stock Options:** [Insert Details if applicable].
- **Executive Benefits:** [Insert specific perks, e.g., car allowance, health plan upgrades].

As a member of the senior executive team, you will be expected to maintain the highest levels of confidentiality and integrity regarding corporate strategy and sensitive personnel data.

Please review the attached updated Executive Employment Agreement. To formally accept this promotion, please sign and return a copy of the agreement by [Insert Date].

We look forward to your continued contributions to the leadership team and the future success of [Company Name].

Congratulations on this well-deserved advancement.

Sincerely,

[Name of Approving Executive]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I accept the promotion to [New Title] under the terms and conditions outlined above.

Signature: _____ Date: _____