

[Date]

[Employee Name]  
[Current Job Title]  
[Department]

Dear [Employee Name],

It is with great pleasure that we announce your promotion to the position of **Chief Human Resources Officer (CHRO)**, effective [Effective Date].

This promotion is a reflection of your outstanding leadership, your commitment to our company culture, and your success in managing our human capital strategies. In your new role as CHRO, you will report directly to the [CEO/President] and will be responsible for overseeing all aspects of human resources, including talent acquisition, organizational development, compensation and benefits, and employee engagement at the executive level.

The terms of your promotion are as follows:

- **New Base Salary:** [Amount] per [Year/Month]
- **Bonus Eligibility:** [Details of executive bonus plan]
- **Reporting Manager:** [Name and Title]
- **Other Benefits:** [List any additional executive perks or changes]

Please review and sign this letter to indicate your formal acceptance of this new role and its associated terms. Please return the signed copy to [Department/Name] by [Date].

We are confident that you will continue to be a vital asset to the executive team and will lead our workforce toward continued growth and success.

Congratulations on this well-deserved achievement.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]

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**Acceptance:**

I, [Employee Name], accept the promotion to Chief Human Resources Officer under the terms and conditions outlined above.

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