

[Date]

[Employee Name]
[Current Job Title]
[Company Name]

Dear [Employee Name],

It is with great pleasure that we announce your promotion to the position of **Vice President of Human Resources**, effective [Effective Date].

This promotion is a recognition of your outstanding leadership, strategic vision, and the significant contributions you have made to [Company Name]. In your new role, you will be responsible for overseeing all aspects of our human resources strategy, including talent acquisition, organizational development, total rewards, and employee engagement.

The terms of your promotion are as follows:

- **New Job Title:** Vice President of Human Resources
- **Reporting To:** [Name/Title of Manager, e.g., CEO]
- **Annual Salary:** \$[Amount]
- **Bonus Eligibility:** [Details of executive bonus plan]

We are confident that your expertise will continue to drive our company culture and operational excellence forward. Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Congratulations on this well-deserved advancement.

Sincerely,

[Name]
[Title]
[Company Name]

Acceptance:

I accept the promotion to Vice President of Human Resources under the terms outlined above.

Signature: _____ Date: _____