

[Date]

[Recipient Name]
[Current Job Title]
[Company Name]

Dear [Recipient Name],

It is with great pleasure that we formalize your promotion to the position of **Chief People Officer (CPO)**, effective [Start Date].

This promotion recognizes your exceptional leadership, strategic vision, and the significant impact you have made on our organizational culture and talent management. In this executive role, you will report directly to the [CEO/President] and oversee all aspects of human resources, including talent acquisition, employee experience, compensation and benefits, and organizational development.

Your new compensation package is as follows:

- **Annual Base Salary:** \$[Amount]
- **Executive Bonus Plan:** [Details of percentage or criteria]
- **Equity/Stock Options:** [Details of grant, if applicable]
- **Benefits:** [Mention any executive-level perks or changes to benefits]

We are confident that your leadership will be instrumental in driving our people strategy forward as we continue to scale. Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Congratulations on this well-deserved achievement. We look forward to your continued success in the C-Suite.

Sincerely,

[Signature]
[Name of CEO/Board Member]
[Title]

Acceptance:

I, [Recipient Name], accept the promotion to Chief People Officer under the terms outlined above.

Signature: _____ Date: _____