

[Date]

[Employee Name]  
[Current Job Title]

Subject: Promotion to Senior Director of Talent Acquisition

Dear [Employee Name],

It is with great pleasure that we formally announce your promotion to the position of Senior Director of Talent Acquisition, effective [Effective Date].

Since joining the team, your strategic leadership and commitment to building high-performing teams have been instrumental to our company's growth. This promotion recognizes your exceptional performance, your ability to streamline our recruitment processes, and your dedication to the company's long-term vision.

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

- Overseeing global recruitment strategies and employer branding initiatives.
- Managing the full talent acquisition budget and resource allocation.
- Leading and mentoring the recruitment management team.
- Collaborating with executive leadership to align talent needs with business objectives.

Your new compensation package is as follows:

- New Annual Salary: [Amount]
- Bonus Eligibility: [Details]
- Reporting to: [Manager Name/Title]

Please sign and return a copy of this letter to acknowledge your acceptance of these new terms. We are confident that you will continue to achieve great things in this elevated role.

Congratulations on this well-deserved promotion.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

**Acceptance:**

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[Employee Signature]

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[Date]