

Current Date: [Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

It is with great pleasure that I inform you of your promotion to the position of **Executive Director of Organizational Development**, effective [Effective Date].

Since joining [Company Name], you have demonstrated exceptional leadership and a deep commitment to our cultural and structural growth. In this new executive role, you will be responsible for overseeing our long-term talent strategies, change management initiatives, and the overall alignment of our organizational goals with our human capital.

The terms of your new position are as follows:

- **New Salary:** [Amount] per [Year/Month]
- **Reporting To:** [Name/Title of Supervisor]
- **Bonus Eligibility:** [Details of Executive Bonus Plan]

Please review the attached formal job description and updated benefits package. To accept this promotion, please sign and return a copy of this letter by [Deadline Date].

We are confident that your expertise will continue to drive our organization forward. Congratulations on this well-deserved achievement.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]