

[Date]

[Employee Name]

[Current Office Location]

Dear [Employee Name],

It is with great pleasure that we announce your promotion to the position of Senior Vice President of Total Rewards, effective [Effective Date].

In this executive role, you will lead the strategic vision, design, and implementation of our global compensation, benefits, and wellness programs. You will be responsible for ensuring that our total rewards strategy remains competitive, equitable, and aligned with the company's long-term business objectives.

The details of your updated compensation package are as follows:

- **New Annual Base Salary:** [Amount]
- **Executive Incentive Plan:** [Percentage/Details]
- **Equity/Stock Options:** [Details if applicable]
- **Reporting To:** [Name/Title, typically Chief People Officer or CFO]

Your leadership and expertise have been instrumental to our success. We are confident that you will continue to drive excellence in this expanded capacity and further strengthen our employee value proposition.

Please sign and return a copy of this letter to acknowledge your acceptance of these new terms.

Congratulations on this well-deserved promotion.

Best regards,

[Name]

[Title]

[Company Name]

Acceptance:

I accept the promotion to Senior Vice President of Total Rewards under the terms outlined above.

Signature: _____ Date: _____