

[Date]

[Employee Name]

[Current Job Title]

Dear [Employee First Name],

It is with great pleasure that we announce your promotion to the position of **Vice President of People Operations**, effective [Start Date].

This promotion recognizes your exceptional leadership, strategic vision, and the significant impact you have made on our company culture and organizational growth. In this new role, you will lead our people strategy, oversee talent management, and ensure that our People Operations function continues to support our mission and values at the highest level.

The details of your updated compensation package are as follows:

- **New Annual Salary:** [Amount]
- **Bonus Eligibility:** [Details of bonus structure]
- **Reporting To:** [Name and Title of Manager]

Your leadership is a vital asset to [Company Name]. We are confident that you will continue to thrive in this expanded capacity and drive excellence across the organization.

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

Congratulations on this well-deserved achievement.

Sincerely,

[Name]

[Title]

[Company Name]

**Accepted by:**

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[Employee Name]

Date: \_\_\_\_\_