

[Date]

[Candidate Name]  
[Current Address]  
[City, State, Zip Code]

Dear [Candidate Name],

It is with great pleasure that I formally announce your promotion to the position of **[New Executive Job Title]**, effective **[Start Date]**. This promotion is a reflection of your exceptional leadership, strategic contributions, and dedication to the long-term success of [Company Name].

In this executive role, you will report directly to [Manager Name/Title]. Your primary responsibilities will include [Key Responsibility 1], [Key Responsibility 2], and [Key Responsibility 3]. We are confident that your expertise will continue to drive our organizational goals forward.

The terms of your new executive appointment are as follows:

- **Annual Base Salary:** \$[Amount]
- **Executive Bonus Plan:** Eligible for [Percentage]% of base salary based on performance metrics.
- **Equity/Stock Options:** [Details of grant or "As per the attached executive equity agreement"].
- **Benefits:** You will remain eligible for all standard corporate benefits, plus [Executive Perquisites, if applicable].

Please review the attached formal employment agreement, which outlines the full terms and conditions of your new role. To accept this promotion, please sign and return the document by [Deadline Date].

Congratulations on this well-deserved advancement. We look forward to your continued impact on our leadership team.

Sincerely,

[Your Name]  
Chief Talent Officer  
[Company Name]