

[Date]

[Employee Name]
[Current Department]

Subject: Promotion to Executive Director of Diversity and Inclusion

Dear [Employee Name],

It is with great pleasure that we officially inform you of your promotion to the position of Executive Director of Diversity and Inclusion, effective [Effective Date].

In this executive role, you will be responsible for leading our organization's strategic vision for equity, diversity, and belonging. You will oversee the development of comprehensive initiatives, advise senior leadership on cultural transformation, and ensure that our workplace remains an inclusive environment for all employees.

The terms of your new position are as follows:

- **New Salary:** [Amount]
- **Reporting To:** [Manager Name/Title]
- **Bonus Eligibility:** [Details]

Your leadership and commitment to our core values have been instrumental to our success. We are confident that you will excel in this new capacity and continue to drive meaningful change within the organization.

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

Congratulations on this well-deserved promotion.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Acceptance:

I accept the promotion to Executive Director of Diversity and Inclusion under the terms outlined above.

Signature: _____ Date: _____