

[Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

I am pleased to inform you that you have been promoted to the position of **Chief Employee Experience Officer (CEXO)**, effective [Effective Date].

This promotion recognizes your outstanding leadership and your commitment to fostering a positive workplace culture. In this executive role, you will be responsible for overseeing the end-to-end employee journey, including engagement, professional development, and internal communications, reporting directly to the [Title of Supervisor, e.g., CEO].

The terms of your new position are as follows:

- **New Annual Salary:** [Amount]
- **Bonus Eligibility:** [Details]
- **Equity/Stock Options:** [Details, if applicable]
- **Reporting To:** [Name and Title]

Please review and sign the attached updated employment agreement to formally accept this role. We are confident that your vision will continue to make [Company Name] a premier place to work.

Congratulations on this well-deserved advancement.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]