

[Date]

[Employee Name]  
[Current Job Title]  
[Department]

Dear [Employee Name],

I am pleased to inform you that, effective [Effective Date], you are being promoted to the position of [New Job Title].

This promotion is a direct result of your exceptional performance and significant contributions to the [Department Name] team. Over the past [Time Period], you have consistently demonstrated excellence in [Specific Skill or Achievement], exceeding the expectations of your current role. Your dedication to the company's goals and your professional growth has not gone unnoticed.

In your new role as [New Job Title], your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

With this promotion, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. All other terms and conditions of your employment remain the same.

We are confident that you will continue to be a vital asset to our organization and look forward to your continued success in this new capacity. Please sign and return a copy of this letter to acknowledge your acceptance of the new role.

Congratulations on this well-deserved advancement.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acknowledgment:**

I accept the promotion to [New Job Title] under the terms described above.

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