

[Date]

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

Dear [Employee Name],

We are pleased to inform you that, in recognition of your tenure and continued service with [Company Name], you are being promoted to the position of [**New Job Title**], effective [**Effective Date**].

This promotion is based on our seniority policy, acknowledging your commitment and the experience you have gained during your [Number] years with the organization. In your new role, your primary responsibilities will include [Brief Description of New Duties].

With this promotion, your compensation and benefits will be updated as follows:

- **New Salary/Wages:** [Amount] per [Year/Hour]
- **Reporting Manager:** [Manager Name]
- **Additional Benefits:** [List any changes, if applicable]

Please review, sign, and return a copy of this letter to the Human Resources department by [Deadline Date] to formally accept this position.

Thank you for your years of loyalty and hard work. We look forward to your continued contributions to the team.

Sincerely,

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

**Employee Acceptance:**

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

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