

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]

**Subject: Confirmation of Promotion to [New Executive Job Title]**

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period. Based on your exceptional performance, leadership, and contribution to our strategic goals during this time, we are officially confirming your promotion to the position of [New Executive Job Title], effective [Effective Date].

In this executive role, your compensation and benefits package will be adjusted as follows:

- **New Base Salary:** \$[Amount] per annum.
- **Executive Incentive Plan:** [Details of bonus or equity structure].
- **Reporting Structure:** You will continue to report to [Manager Name/Title].
- **Scope of Responsibility:** [Brief mention of key department or strategic oversight].

All other terms and conditions outlined in your original employment agreement remain in effect, unless superseded by the details of this promotion. Your leadership during the past [Number] months has demonstrated that you are a vital asset to the executive team, and we look forward to your continued impact on the company's growth.

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

Congratulations on this well-deserved advancement.

Sincerely,

[Signature]

[Name of CEO/Board Member]  
[Title]

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**Acceptance:**

I, [Employee Name], accept the promotion to [New Executive Job Title] and agree to the terms outlined above.

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