

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Notification of Fast-Track Promotion

Dear [Employee Name],

I am pleased to inform you that your fast-track promotion to the position of [New Job Title] has been officially approved, effective [Effective Date].

This promotion is a direct result of your exceptional performance, leadership, and the significant contributions you have made to [Company Name] in a short period of time. Your ability to consistently exceed expectations has earned you this accelerated advancement.

As part of this promotion, your new compensation details are as follows:

- **New Salary:** [Amount]
- **Reporting Manager:** [Manager Name]
- **New Responsibilities:** [Brief description or reference to attached job description]

Human Resources will follow up shortly with the formal updated employment contract and benefit details for your signature.

We are excited to see you take on this new challenge and have full confidence in your continued success within the company.

Congratulations on this well-deserved achievement.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]