

[Current Date]

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

Subject: Notice of Merit-Based Fast-Track Promotion

Dear [Employee Name],

It is with great pleasure that we inform you of your promotion to the position of [New Job Title], effective [Effective Date].

This promotion is being awarded on a fast-track basis in recognition of your exceptional performance and significant contributions to [Company Name]. Specifically, your work on [mention specific project or achievement] has exceeded all expectations and demonstrated a level of leadership and technical proficiency that aligns with the requirements of this new role.

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

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

Commensurate with this promotion, your annual base salary will be increased to [New Salary Amount], and you will report directly to [Manager Name]. All other terms and conditions of your employment remain in effect.

Your dedication and commitment to excellence have been instrumental to our recent successes. We are confident that you will continue to thrive and lead in this new position.

Congratulations on this well-deserved advancement.

Sincerely,

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

Acknowledgment:

I accept the promotion to [New Job Title] and the terms outlined above.

Signature: _____ Date: _____