

[Date]

[Employee Name]  
[Employee ID]  
[Current Department]

**Subject: Notification of Out-of-Cycle Promotion**

Dear [Employee Name],

I am pleased to inform you that, in recognition of your exceptional performance and significant contributions to [Company Name], you are being promoted to the position of [New Job Title], effective [Effective Date].

This out-of-cycle fast-track promotion reflects your leadership in [Specific Project or Achievement] and your consistent ability to exceed the expectations of your current role. We are confident that you will continue to bring the same level of excellence to your new responsibilities.

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

- **New Annual Base Salary:** [Amount]
- **New Job Grade/Level:** [Level]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your employment remain unchanged. Please review, sign, and return a copy of this letter to the Human Resources department by [Date] to formally acknowledge your acceptance.

Congratulations on this well-deserved advancement. We look forward to your continued success with the team.

Sincerely,

[Name of Manager/Executive]  
[Title]  
[Company Name]

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**Acknowledgment:**

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

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