

[Date]

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

Dear [Employee Name],

Congratulations. Based on your exceptional performance, leadership potential, and significant contributions to [Company Name], we are pleased to inform you that you have been selected for our High-Potential Fast-Track Program. Effective [Date], you are promoted to the position of [New Job Title].

This promotion reflects our confidence in your ability to take on greater responsibilities ahead of the standard career timeline. In this new role, your key responsibilities will include:

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

Your new compensation package will be as follows:

- Annual Salary: [Amount]
- Bonus Eligibility: [Details]
- Reporting Manager: [Manager Name]

As part of this fast-track initiative, you will also be granted access to [Specific Mentorship/Training Programs] to support your continued growth into senior leadership.

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

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____