

[Date]

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

Subject: Promotion to [New Management Title]

Dear [Employee Name],

I am pleased to inform you that, effective [Effective Date], you are being promoted to the position of [New Management Title]. Based on your exceptional performance and leadership potential demonstrated over the past [Number] months, the company has decided to accelerate your career path through our fast-track management program.

In this new role, your responsibilities will include:

- Overseeing the daily operations of the [Department/Team Name].
- Directly managing a team of [Number] employees.
- Reporting directly to [Manager Name/Title].
- Contributing to strategic planning and departmental goal setting.

Your new compensation package will be as follows:

- **Base Salary:** \$[Amount] per [Year/Month].
- **Incentive Plan:** Eligibility for the management bonus program starting [Date].
- **Benefits:** Access to management-level benefits including [List specific benefits if applicable].

We are confident that your drive and dedication will continue to bring great value to [Company Name]. Please sign and return a copy of this letter by [Deadline Date] to formally accept this promotion.

Congratulations on this well-deserved achievement.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment and Acceptance:

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

[Employee Signature]

Date: _____