

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

Subject: Notification of Fast-Track Promotion

Dear [Employee Name],

I am pleased to inform you that, based on your exceptional performance and significant contributions to [Department/Company Name], you have been fast-tracked for a promotion to the position of [New Job Title].

This promotion is a direct result of your outstanding achievements, specifically [mention key project or metric], and your ability to perform consistently at a level well beyond your current role. We recognize your dedication and the high standard of excellence you bring to the team.

The details of your new position are as follows:

- **New Title:** [New Job Title]
- **Effective Date:** [Date]
- **New Salary:** [Amount] per [Year/Month]
- **Reporting To:** [Manager Name]

Your updated job description and benefits package are attached for your review. Please sign and return a copy of this letter to acknowledge your acceptance of the new role.

Congratulations on this well-deserved advancement. We look forward to your continued success and leadership within the company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acceptance:

Signature: _____ Date: _____