

[Date]

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

Subject: Promotion to [New Job Title]

Dear [Employee Name],

Based on your exceptional performance and high potential demonstrated during the Leadership Development Program, we are pleased to inform you that you have been selected for a fast-track promotion to the position of [New Job Title], effective [Effective Date].

This promotion recognizes your rapid growth, leadership capabilities, and significant contributions to [Company Name]. In this new role, your responsibilities will include:

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

Your new compensation details are as follows:

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

We are confident that you will continue to excel and drive positive change within our leadership team. Please sign and return a copy of this letter to acknowledge your acceptance of this new role.

Congratulations on this well-deserved advancement.

Sincerely,

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

Acknowledgment:

[Employee Signature]

[Date]