

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

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

Subject: Fast-Track Promotion Offer

Dear [Employee First Name],

Based on your exceptional performance, leadership, and significant contributions to [Company Name] over the past [Time Period], we are pleased to offer you a fast-track promotion to the position of [**New Job Title**], effective [**Effective Date**].

In this new role, your responsibilities will include:

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

In recognition of this promotion, your compensation and benefits will be updated as follows:

- **New Base Salary:** \$[Amount] per [Year/Month]
- **Bonus Eligibility:** [Details of bonus or commission structure]
- **Reporting Manager:** [Manager Name/Title]
- **Other Benefits:** [Mention any additional perks or changes]

Please review the details of this offer. To accept this promotion, please sign and return this letter by [Deadline Date].

We are excited to see your continued growth and impact within the company. Congratulations on this well-deserved advancement.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____