

[Date]

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

Dear [Employee Name],

Subject: Notification of Fast-Track Promotion and Succession Plan

Based on your exceptional performance, demonstrated leadership, and high potential within [Company Name], we are pleased to formally select you for our Accelerated Leadership Succession Plan.

Effective [Date], you are being promoted to the position of [New Job Title]. This promotion is a strategic step designed to prepare you for future executive responsibilities. Your new compensation package will be [Salary Amount], effective [Date].

As part of this fast-track program, you will undergo an intensive transition period which includes:

- Mentorship under [Mentor Name/Title].
- Participation in executive-level strategic meetings.
- Completion of specialized leadership development training.
- Quarterly performance reviews to monitor your readiness for [Target Future Role].

We have full confidence that your transition into this new role will strengthen our leadership pipeline and contribute significantly to our long-term objectives. Please sign and return a copy of this letter to confirm your acceptance of these terms.

Congratulations on this well-deserved advancement.

Sincerely,

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

Acceptance:

[Employee Signature]