

[Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Fast-Track Promotion Confirmation**

Dear [Employee Name],

We are pleased to formally notify you of your fast-track promotion to the position of **[New Job Title]**, effective **[Effective Date]**.

This acceleration in your career path is a direct result of your exceptional performance, leadership qualities, and the significant impact you have made on **[Project/Department Name]** over the past **[Time Period]**. Your ability to exceed expectations has not gone unnoticed by the executive team.

In your new role, your compensation and benefits will be adjusted as follows:

- **New Annual Salary:** [Amount]
- **Reporting Manager:** [Manager Name]
- **New Bonus Eligibility:** [Details, if applicable]

Please find the updated job description and the formal employment agreement attached. We ask that you sign and return these documents to the HR Department by **[Deadline Date]**.

Congratulations on this well-deserved achievement. We look forward to your continued success and leadership within **[Company Name]**.

Sincerely,

[Sender Name]

[Title]

[Company Name]