

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Promotion Approval

Dear [Employee Name],

I am pleased to inform you that your promotion to the position of **[New Job Title]** has been officially approved, effective **[Effective Date]**.

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name]. We are confident that you will continue to succeed and lead in your new role.

The details of your updated compensation and benefits are as follows:

- **New Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **New Responsibilities:** [Briefly mention or attach job description]

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to indicate your formal acceptance.

Congratulations on this well-deserved advancement. We look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment and Acceptance:

Signature: _____ Date: _____