

[Date]

[Candidate Name]

[Current Job Title]

[Department]

Subject: Approval of Promotion to Executive Management

Dear [Candidate Name],

It is with great pleasure that I formally approve your promotion to the position of [New Executive Job Title], effective [Effective Date].

This promotion recognizes your outstanding leadership, strategic vision, and the significant contributions you have made to [Company Name]. As a member of the Executive Management team, you will be responsible for [Brief Description of Key Responsibility] and will report directly to [Supervisor Name/Title].

The terms of your new role are as follows:

- **New Base Salary:** [Amount]
- **Executive Bonus Eligibility:** [Percentage/Details]
- **Equity/Stock Options:** [Details, if applicable]
- **Benefits:** [Mention any executive-level perks]

Please review the attached formal agreement detailing the full scope of your responsibilities and compensation package. We look forward to your continued impact on the growth and success of the organization.

Congratulations on this well-deserved advancement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]