

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Notice of Merit-Based Promotion

Dear [Employee Name],

We are 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 direct result of your exceptional performance, dedication, and the significant contributions you have made to [Company Name] during the past [Review Period]. Your ability to [mention a specific achievement or skill] has been highly valued by the leadership team.

With this new role, your compensation and benefits will be updated as follows:

- **New Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **Bonus Eligibility:** [Details, if applicable]

You will receive a formal updated employment contract shortly, detailing your new responsibilities and terms of employment. Please review and sign it by [Deadline Date].

Congratulations on this well-deserved advancement. We look forward to your continued success and leadership within the company.

Sincerely,

[Signature]
[Name of Approving Authority]
[Title]
[Company Name]