

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Promotion Approval - [New Job Title]

Dear [Employee Name],

Following your annual performance review, 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] over the past year. Your performance consistently exceeded expectations, and we are confident that you will continue to excel in this new role.

With this promotion, your new compensation details are as follows:

- New Job Title: [New Job Title]
- New Salary: [Amount] per [Year/Month]
- Reporting To: [Manager Name]

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to the HR department by [Date] to formally acknowledge your acceptance.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

[Company Name]