

[Company Name]
[Department]
[Date]

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

Subject: Approval of Promotion Based on Seniority

Dear [Employee Name],

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

This promotion is granted in recognition of your years of dedicated service and the professional experience you have gained during your tenure with [Company Name]. Your seniority and commitment have made you an integral part of our team.

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

- **New Salary:** [Amount]
- **Reporting Manager:** [Manager Name]
- **Department:** [Department Name]

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to formally accept this position.

Congratulations on this achievement. We look forward to your continued contributions to the success of the company.

Sincerely,

[Authorized Signature]
[Name of Signatory]
[Job Title]

Acknowledgment:

I, [Employee Name], accept the promotion and the terms outlined above.

Signature: _____ Date: _____