

[Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Notification of Promotion and Job Title Change**

Dear [Employee Name],

We are pleased to inform you that your promotion has been officially approved. Effective [Effective Date], your job title will change from [Old Job Title] to [New Job Title].

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name]. In your new role as [New Job Title], your primary responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

In conjunction with this promotion, your compensation will be adjusted to [New Salary Amount] per [Year/Month], effective [Payroll Date]. All other terms and conditions of your employment contract remain in effect.

We are confident that you will continue to excel in this new capacity and contribute to the continued success of our team. Congratulations on this well-deserved advancement.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

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**Acknowledgment:**

I accept the promotion and the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_