

[Company Name]
[Department]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Mid-Year Promotion Approval

Dear [Employee Name],

Following your mid-year performance evaluation, 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 recognition of your hard work, dedication, and the significant contributions you have made to [Company Name] during the first half of the year. Your performance has consistently met and exceeded the expectations of your previous role.

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

- **New Salary:** [Amount]
- **Reporting Manager:** [Manager Name]
- **Key Responsibilities:** [Brief description or see attached job description]

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to confirm your acceptance of the new terms.

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

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined above.

Signature: _____ Date: _____