

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

I am pleased to inform you that the Board of Directors has officially ratified your promotion to the position of **[New Job Title]**, effective **[Effective Date]**.

This promotion is a recognition of your outstanding performance, leadership, and commitment to the goals of [Company Name]. The Board and the executive team are confident that you will continue to provide significant value in this new capacity.

In accordance with this promotion, your new compensation and benefits will be as follows:

- **New Salary/Wages:** [Amount]
- **Reporting To:** [Manager Name/Title]
- **Additional Benefits:** [List any new benefits or "N/A"]

Please review the attached updated job description. To formally accept this promotion, please sign and return a copy of this letter to the Human Resources department by [Deadline Date].

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

Sincerely,

[Signature]
[Name of Sender]
[Title of Sender]
[Company Name]

Acknowledgment and Acceptance:

I accept the promotion to [New Job Title] under the terms outlined above.

Signature: _____ Date: _____