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

[Date]

[Employee Name]
[Current Title]
[Address]

Dear [Employee Name],

This letter serves to formally acknowledge your acceptance of the promotion to the position of [New Executive Title], effective [Start Date].

We are pleased to confirm the terms of your new executive role as outlined in the promotion offer letter dated [Date of Offer]. This includes your updated compensation package, executive benefits, and your reporting structure to [Supervisor Name/Title].

Your leadership and contributions to [Company Name] have been instrumental to our success. We are confident that in this executive capacity, you will continue to drive the strategic vision and growth of the organization.

Over the coming days, the [Human Resources/Executive Office] will reach out to coordinate the transition of your current responsibilities and to finalize any necessary administrative onboarding for your new role.

Congratulations on this well-deserved advancement. We look forward to your continued leadership.

Sincerely,

[Signature]

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