

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Employee Name]

[Current Job Title], [Department]

Subject: Promotion to [New Job Title]

Dear [Employee Name],

Congratulations! We are pleased to confirm your promotion to [NEW JOB TITLE], effective [DATE]. This promotion recognises [BRIEF REASON — your consistent performance, leadership on PROJECT, your contribution to RESULT].

In your new role you will report to [MANAGER NAME/TITLE] and be responsible for [KEY NEW RESPONSIBILITIES]. Your revised gross salary will be [AMOUNT] per [MONTH/YEAR], with [ANY ADDITIONAL BENEFITS]. All other terms of your employment remain unchanged.

We are confident you will excel in this position and look forward to your continued growth with [COMPANY NAME].

Please sign and return a copy of this letter to confirm acceptance of the new terms.

With congratulations,

[Name]

[Title], [Company Name]

Accepted: _____ Date: _____