

## EMPLOYEE PROMOTION LETTER

Employee Name: \_\_\_\_\_

Position Before Promotion: \_\_\_\_\_

Position After Promotion: \_\_\_\_\_

Department: \_\_\_\_\_

### **Promotion Details:**

We are pleased to inform you that, effective immediately, you are promoted to the position stated above. This promotion reflects your exemplary performance, dedication, and valuable contributions to the company. Your new responsibilities will include all duties typically associated with your new role as well as any additional tasks assigned by management.

### **Compensation Adjustment:**

Your new salary and benefits package will be adjusted to reflect your promotion. Details of your compensation, including any bonuses, stock options, or other incentives, will be communicated separately by the Human Resources department.

### **Terms and Conditions:**

This promotion letter is subject to the terms and conditions outlined in your existing employment agreement and the company's policies. You are expected to continue complying with all company rules, regulations, and ethical standards. Failure to perform satisfactorily in your new role or violation of company policies may result in reconsideration of your employment status.

### **Acknowledgment:**

Please sign below to acknowledge your acceptance of this promotion and the terms set forth herein. Your signature confirms your understanding and agreement to the responsibilities and conditions associated with your new position.

**EMPLOYEE'S SIGNATURE**

**MANAGER'S SIGNATURE**

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

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

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