

Appointment Letter for Promoted Employee

Subject: Promotion Appointment - [New Position Title]

Dear [Employee Name],

It gives us great pleasure to inform you of your promotion to [New Position Title], effective [Date].

This promotion recognizes your outstanding contributions and dedication to [Company Name].

New Role Details:

In your new capacity, you will be responsible for [New Responsibilities]. You will lead [Team/Department/Project] and report directly to [New Supervisor Name]. Your office location will be [Location if changed].

Revised Compensation:

Your new annual salary will be [Amount], representing a [Percentage] increase from your current compensation. Additionally, you will now be eligible for [New Benefits/Perks such as performance bonuses, company car, additional leave days].

Terms of Promotion:

1. All previous employment terms remain in effect except as modified herein.
2. Your years of service and benefits accrued continue without interruption.
3. You may be subject to a transition period of [Duration] to ensure smooth handover.
4. This promotion is based on continued satisfactory performance.
5. You are expected to maintain confidentiality regarding salary and sensitive business information.

We are confident you will excel in this new role and contribute significantly to our organization's success. Please sign and return the acknowledgment copy.

Congratulations once again!

Best regards,

[Name]

[Title]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-letter-with-terms-and-conditions>