

Promotion and New Role Acknowledgement

Subject: Congratulations on Your Promotion! - Role Acknowledgement

Dear [Employee Name],

Congratulations on your promotion to [New Job Title]! This is a well-deserved recognition of your hard work, dedication, and the significant contributions you have made to [Company Name], such as [mention a specific achievement].

This letter outlines the key terms of your new role, effective [Start Date].

New Title: [New Job Title]

Department: [New Department, if applicable]

Reports to: [Manager's Name and Title]

Updated Compensation:

- Base Salary: \$[Amount] per [pay period]
- [Bonus/Commission structure, if applicable]
- [Other changes, e.g., new eligibility for stock options]

Your new responsibilities will include, but are not limited to:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Please review the attached detailed job description. We are excited to see you grow in this new capacity and are confident you will continue to excel.

Your signature below indicates your acceptance of this new role and the terms outlined herein.

Welcome to your new position!

Best regards,

[Manager's Name/CEO Name]

[Title]

Acceptance and Acknowledgement

I, [Employee Name], accept the position of [New Job Title] and acknowledge the terms of my promotion as described above.

Signature: _____

Printed Name: _____

Date: _____

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