

PROMOTION LETTER

To: _____

From: _____

Subject: _____

Dear Employee,

We are pleased to inform you that due to your outstanding performance, dedication, and contributions to the company, you have been considered for a promotion in recognition of your hard work and commitment to excellence. This promotion reflects your ability to assume greater responsibilities and your ongoing potential for professional growth.

Position Promotion Details:

New Position Title: _____

Effective Date: _____

New Salary: _____ USD

Bonus or Incentives (if any): _____

Terms and Conditions:

This promotion is subject to your continued adherence to company policies, satisfactory performance of your new duties, and compliance with all applicable laws and regulations. The company reserves the right to review and adjust your position, salary, and responsibilities in accordance with business needs and performance evaluations.

Responsibilities and Expectations:

As you transition into your new role, you are expected to uphold the highest standards of professionalism, leadership, and teamwork. Detailed job descriptions and expectations will be provided by your supervisor or Human Resources. You should also participate in any required training or development programs to support your success in this position.

Acknowledgement and Acceptance:

By signing below, you acknowledge receipt of this Promotion Letter and accept the terms and conditions contained herein. You agree to fulfill the responsibilities of your new role to the best of your abilities and understand that this promotion does not alter your at-will employment status unless otherwise stated in a separate written agreement.

Legal Compliance and Governing Law:

This promotion letter and the terms herein shall be governed by and construed in accordance with the laws of the United States and applicable state laws, without regard to conflict of laws principles. Any disputes arising out of this letter shall be subject to the exclusive jurisdiction of the courts located within the relevant jurisdiction of the company's principal place of business.

Signatures:

EMPLOYEE SIGNATURE

MANAGER SIGNATURE

Signature: _____

Signature: _____

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