**Subject line:** Congratulations on your new role! / Your new employment contract

Dear / Hi [Employee’s name],

As discussed, we are happy to officially promote you to [Senior Account Manager / Team Leader] as of [date].

Attached you’ll find your updated contract that contains your new employment terms along with your compensation package and benefits. Please review and [come by the HR’s office to sign it / send back signed via email] until [date]. Feel free to reach out to me, should you have any questions.

We appreciate your hard work and commitment to the [Company\_name] team for the past [two years]. We’re all looking forward to seeing you achieve great things in your new role.

Congratulations!

Best,

[Your name]

[Your email signature]