[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Current Job Title]
[Department]

Subject: Confirmation of Promotion

Dear [Employee Name],

We are pleased to officially confirm your promotion to the position of **[New Job Title]** within the **[Department Name]** department, effective **[Effective Date]**.

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name]. In your new role, your primary responsibilities will include [Briefly mention key duties]. You will now report directly to [Manager Name/Title].

As part of this promotion, your new compensation details are as follows:

- **New Annual Salary:** [Amount]
- **Bonus/Incentive Eligibility:** [Details, if applicable]
- **Other Benefits:** [Mention any changes or additions]

Please review, sign, and return the attached updated employment agreement by [Deadline Date] to formalize this transition.

Congratulations on this well-deserved advancement. We look forward to your continued success and leadership within the team.

Sincerely,

[Sender Signature]

[Sender Name]
[Sender Title]
[Company Name]