[Date]

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

Subject: Promotion Confirmation

Dear [Employee Name],

I am very 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 our team. In your new role, your responsibilities will include [Briefly Mention Main Responsibility or Key Goal].

With this promotion, your new compensation will be [New Salary/Hourly Rate] per [Year/Hour]. Your other benefits and terms of employment will remain as per your current contract, unless otherwise specified in the attached updated agreement.

Please sign and return a copy of this letter to acknowledge your acceptance of the new role and its terms.

Congratulations on this well-deserved advancement. I look forward to your continued success in this new capacity.

Sincerely,

[Your Signature]

[Your Name]
Head of Department
[Company Name]

Acknowledged and Accepted:

_____
[Employee Name]
Date: _____