

[Company Name]  
[Department]  
[Date]

[Employee Name]  
[Current Job Title]  
[Employee ID]

Subject: Acknowledgment of Career Progression and Promotion

Dear [Employee Name],

We are pleased to formally acknowledge your career progression within [Company Name]. Effective [Effective Date], your position will transition from [Current Title] to [New Title].

This promotion is a recognition of your hard work, dedication, and the significant contributions you have made to the [Department Name] team. Your commitment to excellence has consistently met the high standards of our organization.

In your new role as [New Title], your primary responsibilities will include:

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

In accordance with this progression, your new compensation will be [Salary Amount], and you will report directly to [Manager Name]. All other terms and conditions of your employment contract remain in effect.

We look forward to your continued success and growth with us. Congratulations on this well-deserved advancement.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]