

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

[Date]

[Employee Name]
[Current Job Title]

Dear [Employee Name],

Congratulations! We are pleased to formally promote you to the position of **Senior Human Resources Business Partner**, effective [Effective Date].

This promotion recognizes your exceptional contributions to the HR department and your proven ability to align human resources strategies with our business goals. In this senior role, you will take on increased responsibilities, including [List 2-3 key responsibilities, e.g., leading organizational design initiatives and mentoring junior HR staff].

The details of your updated compensation package are as follows:

- **New Annual Salary:** [Amount]
- **Bonus Eligibility:** [Details, if applicable]
- **Reporting To:** [Manager Name/Title]

All other terms and conditions of your employment contract remain in effect. Please sign and return a copy of this letter to acknowledge your acceptance of the new role and terms.

We look forward to your continued leadership and impact on our team.

Sincerely,

[Signature]
[Name of Sender]
[Title of Sender]

Acceptance:

I accept the promotion to Senior Human Resources Business Partner under the terms outlined above.

Signature: _____ Date: _____