

[Date]

[Employee Name]  
[Current Department]

Dear [Employee Name],

It is with great pleasure that we announce your promotion to the position of **Senior Human Resources Business Partner (SHRBP)**, effective [Effective Date].

This promotion recognizes your exceptional leadership, strategic insight, and the significant impact you have made on our organizational culture and business objectives. In this executive-level role, you will be responsible for driving high-level HR strategies, advising senior leadership, and overseeing complex talent management initiatives across [Department/Region].

Your new compensation and benefits package is as follows:

- **New Annual Salary:** [Amount]
- **Incentive/Bonus Plan:** [Details]
- **Reporting To:** [Supervisor Name/Title]

Please review the attached updated job description and formal employment agreement. To accept this promotion, please sign and return a copy of the agreement by [Deadline Date].

Congratulations on this well-deserved advancement. We look forward to your continued contributions to the executive team.

Sincerely,

[Name]  
[Title]  
[Company Name]