

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee Address]
[Employee ID]

Subject: Confirmation of Promotion and Effective Date

Dear [Employee Name],

We are pleased to formally confirm your promotion to the position of [New Job Title].

This promotion is effective as of [**Effective Date**]. Starting on this date, your new responsibilities will include [Brief Description of Key Duties].

In recognition of your new role, your compensation will be adjusted to [New Salary/Hourly Rate] per [Year/Hour]. All other terms and conditions of your employment agreement remain in effect unless otherwise specified in your updated contract.

We would like to take this opportunity to thank you for your continued hard work and dedication to [Company Name]. We are confident that you will excel in this new position.

Please sign and return a copy of this letter to [Department/Manager Name] by [Deadline Date] to acknowledge your acceptance of these terms.

Congratulations on your promotion.

Sincerely,

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

Acknowledgment:

I, [Employee Name], accept the promotion to [New Job Title] and confirm the effective date of [Effective Date].

Signature: _____ Date: _____