[Current Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Confirmation of Promotion to Permanent Position

Dear [Employee Name],

We are pleased to formally offer you a promotion to the permanent position of **[New Job Title]** within the **[Department Name]** department, effective **[Start Date]**.

This promotion is in recognition of your excellent performance, dedication, and the significant contributions you have made to [Company Name] during your time with us. In this new role, you will report directly to [Manager Name].

The terms of your new position are as follows:

- **Salary:** Your new annual salary will be [Amount], payable in [Monthly/Bi-weekly] installments.
- **Status:** Full-time, Permanent.
- **Responsibilities:** Your primary duties will include [Briefly list 2-3 key responsibilities].
- **Benefits:** You will continue to be eligible for [List benefits, e.g., health insurance, retirement plan, etc.].

All other terms and conditions of your original employment agreement that are not modified by this letter remain in full force and effect.

Please indicate your acceptance of this promotion by signing and returning a copy of this letter by [Deadline Date].

Congratulations on your well-deserved promotion. We look forward to your continued success with the team.

Sincerely,

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

Acceptance:

I, [Employee Name], accept the promotion to the permanent position of [New Job Title] under the terms outlined above.

Signature: _____ Date: _____