

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Announcement: Promotion of [Account Manager Name]

Dear [Client Contact Name],

I am writing to share some exciting news regarding your dedicated HR support team. We are pleased to announce that [Account Manager Name] has been promoted to the position of [New Job Title, e.g., Senior HR Account Manager], effective [Date].

During their time as your Account Manager, [Account Manager Name] has demonstrated exceptional commitment to providing high-quality HR solutions and ensuring your business needs are met. This promotion is a direct result of their hard work and the strong partnership they have built with [Client Company Name].

While their title has changed, [Account Manager Name] will continue to be your primary point of contact. This promotion allows them to take on a more strategic role in managing your account, ensuring you receive even greater value from our services.

Your current service agreements and daily operations will remain unchanged. If you have any questions regarding this transition, please feel free to reach out to [Account Manager Name] directly or contact me at [Phone Number/Email].

We value your continued partnership and look forward to our ongoing collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]