

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Subject: Announcement of HR Leadership Promotion

Dear [Client Name],

We are pleased to announce the promotion of [Employee Name] to the position of [New Job Title - e.g., Vice President of Human Resources], effective [Effective Date].

Since joining [Your Company Name], [Employee Name] has been instrumental in [mention one or two key achievements or areas of expertise]. Their dedication to excellence and deep understanding of human capital management have significantly contributed to the success of our partnership with you.

In this new leadership role, [Employee Name] will oversee [briefly mention new responsibilities, e.g., strategic HR planning and talent development]. This promotion reflects our commitment to maintaining a high-caliber leadership team focused on delivering exceptional service and support to our valued clients.

We remain dedicated to providing you with the highest level of HR expertise. Please join us in congratulating [Employee Name] on this well-deserved promotion.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]