

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Subject: Personnel Announcement: [HR Specialist Name]

Dear [Client Name],

I am writing to share some exciting news regarding our team here at [Your Company Name]. We are pleased to announce that [HR Specialist Name] has been promoted to the position of [New Job Title], effective [Date].

During their time as an HR Specialist, [HR Specialist Name] has demonstrated exceptional dedication to supporting your account and improving our HR processes. This promotion is a reflection of their hard work and the value they bring to our partnership.

What this means for you:

- [HR Specialist Name] will continue to be your primary point of contact for [List Key Services].
- In this new role, they will also take on additional responsibilities including [Briefly Mention New Responsibility].
- You can expect the same high level of service and commitment you have received in the past.

Please join us in congratulating [HR Specialist Name] on this well-deserved advancement. We look forward to continuing our successful collaboration with you.

Should you have any questions regarding this change, please feel free to contact me directly.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]