

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Congratulations! We are pleased to formally offer you a promotion to the position of **Senior Human Resources Business Partner**, effective [Start Date].

This promotion recognizes your hard work, dedication, and the significant contributions you have made to [Company Name]. In your new role, you will be responsible for leading strategic HR initiatives, providing expert consultation to senior leadership, and overseeing complex employee relations matters.

The details of your updated compensation and benefits package are as follows:

- **New Job Title:** Senior Human Resources Business Partner
- **Reporting To:** [Manager Name/Title]
- **New Annual Salary:** \$[Amount]
- **Bonus Eligibility:** [Details of bonus structure, if applicable]
- **Effective Date:** [Date]

All other terms and conditions of your employment contract remain in effect. Please review this letter and return a signed copy to [Department/Name] by [Deadline Date] to indicate your acceptance.

We are confident that you will continue to be a vital asset to our team in this senior capacity. Thank you for your continued commitment to our success.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Acceptance:

I, [Employee Name], accept the promotion to Senior Human Resources Business Partner under the terms described above.

Signature: _____ Date: _____