[Recipient Name]
[Job Title]
[Company Name]
[Date]

Dear [Employee Name],

This letter is to formally acknowledge and confirm your acceptance of the promotion to the position of [New Job Title], effective [Start Date].

As discussed, your new responsibilities will include [Brief Description of Key Duties]. Your new compensation package will be [Salary Amount/Rate], and you will report directly to [Manager Name].

We are very pleased to have you take on this new role. Your hard work and contributions to [Department/Company Name] have been outstanding, and we are confident that you will continue to succeed in this elevated capacity.

Please return a signed copy of the updated employment agreement by [Deadline Date] to complete the administrative process.

Congratulations on your promotion.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]