[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Confirmation of Promotion**

Dear [Employee Name],

We are pleased to confirm your promotion to the position of [New Job Title], effective [Date]. This promotion recognizes your hard work, dedication, and significant contributions to [Company Name].

In your new role, you will report to [Manager’s Name/Title] and your primary responsibilities will include:

• [*Responsibility 1*]

• [*Responsibility 2*]

• [*Responsibility 3*]

Your new compensation package will reflect this promotion, with a salary of [*New Salary Amoun*t] per [hour/month/year], effective [DATE], in accordance with the company’s payroll schedule. Any updates to your benefits or additional perks related to your new role will be detailed in the attached document or communicated separately by Human Resources.

We are confident that your skills and experience will contribute to your success in this new position, and we look forward to your continued growth with the company. If you have any questions or require additional information, please feel free to reach out to [Manager’s Name/HR Contact Name] at [Email Address/Phone Number].

Once again, congratulations on this well-deserved promotion. We look forward to seeing you excel in your new role.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................

**Acknowledgment of Receipt**

I acknowledge receipt of this notice and understand the information and disciplinary action described herein.

Employee Signature: .........................................

Employee Name: .........................................

Date: .........................................