

# Advancement Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request for advancement to the position of [New Position Title] has been approved. Effective [Effective Date], you will assume your new responsibilities.

Your new role will include [brief description of new responsibilities]. We are confident that you will continue to excel and contribute positively to our team.

Please sign and return the enclosed acceptance form by [Return Date] to confirm your acceptance of this advancement.

Congratulations on your well-deserved promotion. We look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]