

# Promotion Confirmation Letter

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee Address:** [Insert Employee Address]

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title], effective [Effective Date]. Your hard work and dedication have not gone unnoticed, and this promotion reflects our confidence in your abilities.

In your new role, your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your new salary will be [New Salary], and you will continue to report directly to [Supervisor's Name]. We believe that your skills and experience will contribute significantly to our team's success.

Congratulations on this well-deserved promotion! We look forward to your continued contributions to the organization.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]