

HR Promotion Confirmation Letter

[Your Company's Letterhead]

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been promoted to the position of [New Position] effective [Effective Date]. This decision was made in recognition of your hard work, dedication, and contributions to [Company Name].

Your new responsibilities will include [briefly outline new responsibilities]. Your new salary will be [New Salary], and all other benefits will remain as per the company policy.

Congratulations on your well-deserved promotion! We look forward to your continued success in this new role.

If you have any questions regarding your new position or compensation, please do not hesitate to reach out to me.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone]

[Company Email]