

Promotion Confirmation Letter

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your promotion to the position of [New Job Title] effective [Effective Date]. Your hard work and dedication have made a significant impact on our team and organization.

In your new role, your responsibilities will include [briefly list new responsibilities]. Your new salary will be [insert salary details], and you will continue to report to [Supervisor's Name].

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

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]