

Internal Promotion Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Internal Promotion Clarification

Dear [Employee's Name],

We are pleased to inform you of your promotion to [New Job Title] effective [Effective Date]. This promotion reflects your outstanding contributions to [Department/Team Name] and our organization as a whole.

The key responsibilities associated with your new role include:

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

Your new compensation package will be [insert details], effective from the promotion date.

If you have any questions or need further clarification regarding the transition, please feel free to reach out. We are confident that you will excel in your new position and continue to be an asset to our team.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]