

Promotion Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Current Position]

Department: [Department Name]

Dear [Employee's Name],

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

Your new responsibilities will include [list key responsibilities], and you will report directly to [Supervisor's Name]. Your new salary will be [New Salary], and you will be eligible for [mention any new benefits or perks].

We are confident that you will excel in your new role and continue to contribute positively to our organization.

Congratulations on your well-deserved promotion!

Sincerely,

[HR Manager's Name]

[HR Manager's Title]

[Company Name]