

# Career Progression Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Current Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that based on your outstanding performance and dedication, you have been officially confirmed for your career progression to the position of [New Position], effective [Effective Date].

Your new responsibilities will include [Briefly outline new responsibilities]. We believe that you will excel in this role and continue to contribute to the success of our organization.

Please feel free to reach out to your manager, [Manager's Name], or the HR department if you have any questions regarding this transition.

Congratulations on this well-deserved achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]