

# Employment Confirmation Letter

Date: [Insert Date]

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

Dear [Employee's Name],

We are pleased to inform you that, effective [Promotion Date], you have been promoted to the position of [New Job Title] at [Company Name]. This promotion is a testament to your hard work, dedication, and the significant contributions you have made to our team.

Your new responsibilities will include [Brief Description of New Responsibilities]. Your new salary will be [New Salary] per year, with the same benefits package you currently receive.

We believe this promotion will offer you new challenges and opportunities for professional growth, and we look forward to your continued success within our organization.

Congratulations on this well-deserved recognition. If you have any questions regarding your new role, please do not hesitate to reach out to [Supervisor's Name] or [HR Representative's Name].

Warm regards,

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