

Job Promotion Confirmation

Date: [Insert Date]

Dear [Team Member's Name],

We are pleased to inform you that you have been promoted to the position of [New Position] effective [Effective Date]. This decision comes in recognition of your hard work, dedication, and significant contributions to our team.

You have consistently demonstrated your commitment to excellence, and we are excited to see you take on new responsibilities in your new role. Your new salary will be [New Salary] and you will be reporting to [Supervisor's Name].

Please accept our heartfelt congratulations on this well-deserved promotion. We look forward to your continued success and contributions to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]