

Confirmation of Career Advancement Offer

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your acceptance of the career advancement offer for the position of [New Position Title] at [Company Name]. Your new position will be effective starting [Start Date].

Your duties will include [Briefly outline key responsibilities], and you will report directly to [Supervisor's Name]. The salary for your new role will be [New Salary] with additional benefits including [List any additional benefits].

We believe your skills and experience will greatly contribute to the success of our team and look forward to your continued growth within the company.

Should you have any questions, please do not hesitate to reach out.

Congratulations on your advancement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]