

Confirmation of Elevated Role

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that effective [Start Date], you will be elevated to the position of [New Job Title]. This decision reflects our confidence in your abilities and contributions to the company.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

In addition to your expanded role, your new compensation package will be [insert salary/benefits details].

We look forward to your continued success and leadership in this new role.

Congratulations!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]