

Date: [Insert Date]

To,
[Employee Name]
[Current Job Title]
[Department]
[Company Name]

Subject: Internal Promotion and Transfer â€“ Updated Job Title

Dear [Employee Name],

We are pleased to inform you that, in recognition of your outstanding performance and significant contributions to [Company Name], you have been promoted to the position of [New Job Title] within the [New Department/Unit] effective from [Effective Date].

This promotion reflects your remarkable achievements, consistent dedication, and the value you continually bring to your current role as [Current Job Title]. In your new role as [New Job Title], your responsibilities will include:

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

With this transition, your new reporting manager will be [New Supervisor/Manager Name]. Additionally, your compensation package will be updated as follows:

- Base Salary: [New Salary]
- Other Benefits/Allowances (if any): [Details]

We are confident that you will excel in your new role and continue to contribute to the growth and success of our organization. Please confirm your acceptance of this new position by [response date or instruction, e.g., signing and returning this letter].

Congratulations on your well-deserved promotion! If you have any questions about the transition or the new responsibilities, please feel free to reach out to [HR Contact Name] at [Contact Information].

We look forward to your continued success in your new role.

Sincerely,
[Your Name]
[Your Position]
[Company Name]