

# Official Promotion Letter With Benefits Details

Subject: Official Promotion to [New Position]

Dear [Employee Name],

We are delighted to officially confirm your promotion to [New Position] effective [Date]. In addition to the new responsibilities, your revised compensation package will include [details of salary, benefits, bonuses].

Please review the attached document for full details regarding your updated role and benefits. We trust you will continue to demonstrate excellence in your new position.

Congratulations,

[HR Director Name]

[Company Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/job-promotion-letter-to-employee-or-staff-from-hr-or-manager>