

[Company Name]

[Street Address]
[City, State, ZIP]

[Date]

[Employee Name]
[Position]
[Department]
[Company Name]

Subject: Promotion Approval â€“ Human Resources Officer

Dear [Employee Name],

We are pleased to inform you that your promotion to the position of Human Resources Officer has been officially approved, effective [Effective Date]. This decision is a recognition of your dedication, performance, and valuable contributions to the company.

In your new role, you will be responsible for supporting HR operations, overseeing employee relations, and assisting with policy implementation. You will report directly to [Supervisor Name/Position]. Further details regarding your new responsibilities and compensation will be provided by the HR Department.

Please accept our congratulations on this well-deserved promotion. We are confident that you will continue to excel and contribute to the ongoing success of [Company Name].

Should you have any questions, please feel free to contact the HR Department.

Sincerely,

[Approver Name]
[Approver Position]
[Department]
[Company Name]