

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Title]
[Employee's Department]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I am excited to reach out to you today regarding a significant development in your career with [Company Name].

Over the past [duration], your contributions to our team have been nothing short of exceptional. Your dedication to [specific achievements or qualities] has not only benefited your department but has also played a vital role in our overall success.

It is with great pleasure that I recommend you for promotion to the role of [New Position Title]. This new position is a testament to your hard work, talent, and potential.

As [New Position Title], you will have the opportunity to [briefly describe new responsibilities or projects]. I am confident that you will excel in this new capacity and continue to inspire those around you.

We will be discussing the details of this promotion, including its official announcement, in the upcoming [meeting or event]. Until then, please continue with your excellent work.

Congratulations on this well-deserved recognition! I look forward to seeing all that you will accomplish in your new role.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]