

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Promotion Notification

We are pleased to inform you that you have been promoted to the position of [New Position Title], effective [Effective Date].

This decision is a result of your consistent hard work, dedication, and significant contributions to [Department/Team Name]. Your new responsibilities will include [briefly outline new responsibilities or duties].

Your new salary will be [New Salary], and you will be eligible for [mention any additional benefits or perks associated with the promotion].

We look forward to your continued success in your new role. Please feel free to reach out if you have any questions or need further clarification regarding your promotion.

Congratulations on this well-deserved advancement!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Optional: Company Logo]