

[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, effective [Effective Date], you have been promoted to the position of [New Position Title] in the [Department Name].

This promotion is a recognition of your hard work, dedication, and significant contributions to [Company Name]. Your new responsibilities will include:

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

With this promotion, your new salary will be [New Salary] and you will report directly to [Supervisor's Name].

We are confident that you will excel in your new role and continue to be an invaluable asset to our team. Congratulations on this well-deserved promotion!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]