

[Your Name]
[Your Title]
[Your Department]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Ministry Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Promotion to [New Title]

I am pleased to inform you that you have been promoted to the position of [New Title] in recognition of your exceptional service, dedication, and commitment to public administration. This promotion is effective from [Effective Date].

Your contributions to [specific projects or responsibilities] have significantly enhanced our department's performance and reputation. As you step into this new role, I am confident that you will continue to exhibit the same level of excellence and leadership that you have demonstrated throughout your career.

Please accept my heartfelt congratulations on this well-deserved promotion. We look forward to your continued success and contributions to our mission.

Sincerely,

[Your Name]
[Your Title]
[Your Department]