

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

Dear [Employee's Name],

I am pleased to inform you that, effective [promotion date], you have been promoted to [new job title]. This decision reflects your outstanding contributions to [specific achievements or qualities] and recognizes your potential for [future responsibilities].

Your new role will involve [brief description of new responsibilities]. We believe that your expertise and commitment will greatly benefit our team as we move forward.

Please join me for a brief meeting on [date and time] to discuss your new position and any questions you may have.

Congratulations on your well-deserved promotion!

Best regards,

[Your Name]  
[Your Job Title]