

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear Karen,

I am pleased to formally announce your promotion to [New Position] at [Company Name], effective [Start Date]. Your hard work and dedication have not gone unnoticed, and we believe you are the perfect fit for this new role.

In your new position, you will be responsible for [briefly outline new responsibilities and expectations]. We are confident that your skills and experience will contribute greatly to our team's success.

Your new salary will be [New Salary], and you will also be eligible for [mention any additional benefits, if applicable]. Please take some time to review this information and feel free to reach out with any questions you may have.

Congratulations on this well-deserved promotion! We look forward to your continued success and leadership in this new role.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]