

[Your Name]
[Your Position]
[Store/Location Name]
[Date]
[Employee's Name]
[Employee's Position]
[Store/Location Name]

Dear [Employee's Name],

I am pleased to inform you that, effective [Effective Date], you have been promoted to [New Position]. This decision comes in recognition of your dedication, hard work, and exceptional performance in your current role as [Current Position].

Your contributions, particularly [mention specific achievements or responsibilities that led to the promotion], have not gone unnoticed. We are confident that you will bring the same level of commitment and excellence to your new role.

As [New Position], your responsibilities will include [list new responsibilities or expectations]. We believe that you will excel in this position and contribute significantly to the continued success of our team.

Please come see me to discuss the details of your new role and any questions you might have. Congratulations on this well-deserved promotion!

Best regards,

[Your Name]
[Your Position]
[Store/Location Name]
[Contact Information]