

[Your Company's 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]. This promotion is a recognition of your outstanding performance, dedication, and significant contributions to [Company Name].

In your new role, you will be responsible for [list key responsibilities or expectations of the new position]. Your new salary will be [New Salary], and you will receive additional benefits [mention any new benefits or changes in benefits, if applicable].

We believe that you will excel in this new position and continue to make a positive impact within our team. Please feel free to reach out to [Supervisor/Manager Name] if you have any questions regarding your new role or responsibilities.

Once again, congratulations on your well-deserved promotion. We look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]