

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Promotion Notice

We are pleased to announce your promotion to the position of [New Job Title], effective [Effective Date]. This decision is a recognition of your hard work, dedication, and outstanding contributions to [Company/Team Name].

In your new role, you will be responsible for [brief description of new responsibilities]. We believe that your skills and experience will greatly benefit our team as we move forward.

Your new compensation will be [New Salary] per [year/month], and you will continue to receive [list other benefits, if applicable].

Please accept our heartfelt congratulations on this well-deserved promotion. We look forward to your continued success at [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]