

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

Subject: Promotion Notification

I am pleased to inform you that, in recognition of your hard work and dedication, you have been promoted to [New Job Title] effective [Effective Date].

This promotion reflects your exceptional performance and commitment to [specific achievement or contribution], and we are excited to see how you will continue to excel in your new role.

Your new responsibilities will include [briefly list new responsibilities], and you will report to [Supervisor's Name]. Along with this promotion, you will receive [details about salary increase, benefits, etc.].

Congratulations on this well-deserved recognition. We look forward to your continued contributions to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]