

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Current Position]  
[Company Name]

Dear [Employee's Name],

I am pleased to inform you that, effective [effective date], you have been promoted to the position of Quality Control Manager. This decision is a result of your consistent dedication, outstanding performance, and significant contributions to our team.

As Quality Control Manager, your responsibilities will include [briefly outline key responsibilities, e.g., overseeing quality assurance processes, leading the QC team, implementing quality standards]. We believe you will excel in this role and continue to foster excellence in our products/services.

Please let us know if you have any questions regarding your new role or responsibilities. Congratulations on this well-deserved promotion!

Best regards,

[Your Name]  
[Your Position]  
[Your Company]