

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear Vladimir,

I am pleased to inform you that you have been selected for a promotion to [New Position Title] effective [Start Date]. Your hard work, dedication, and contributions to our team have not gone unnoticed, and we are excited to see you take on this new role.

In your new position, you will be responsible for [brief description of new responsibilities]. We believe that your skills and experience make you an ideal fit for this role, and we are confident that you will excel. We would like to schedule a meeting to discuss this transition in more detail and to outline any support you may need during this time. Please let me know your availability for next week.

Congratulations on this well-deserved promotion!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]