

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that, after careful consideration, we are promoting you to the position of Vice President of Operations. This promotion reflects our confidence in your abilities and your significant contributions to [Company Name] over the years.

In your new role, you will be responsible for [briefly outline key responsibilities, such as overseeing daily operations, managing teams, strategic planning, etc.]. We believe that your leadership skills and commitment to excellence will drive our operations to new heights. Your effective management of [specific projects or initiatives] has proven your capability, and we trust that you will continue to excel in this new capacity.

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

Best regards,

[Your Name]  
[Your Title]  
[Your Company]