

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

Dear [Employee's Name],

I am pleased to inform you that, effective [effective date], you have been promoted to the position of Vice President of Finance. This promotion is a testament to your hard work, dedication, and the exceptional contributions you have made to our finance team and the company as a whole.

In your new role, you will be responsible for [briefly outline key responsibilities and expectations]. We believe that your expertise and leadership will drive our financial strategy and enhance our overall performance.

Please join me in congratulating [Employee's Name] on this well-deserved promotion. We are excited to see how you will continue to impact our organization positively.

Best regards,

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