

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to announce that [Employee Name], who has been with [Company Name] since [Start Date], will be taking on the new role of [New Position Title], effective [Effective Date].

[Employee Name] has consistently demonstrated exceptional [skills/qualities] and has significantly contributed to our [team/department/company]. In their new role, they will be responsible for [brief description of new responsibilities].

Please join me in congratulating [Employee Name] on this well-deserved advancement. We look forward to seeing their continued growth and success in this new position.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]