

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

Dear [Recipient Name],

I am pleased to announce that due to your outstanding performance and dedication to our team, we are promoting you to [New Position] effective [Effective Date].

In your new role, you will be responsible for [briefly describe new responsibilities]. Your contributions have greatly impacted our success, and we are confident you will excel in this new capacity.

Please join us for a meeting on [Date of Meeting] to discuss your new role and the exciting opportunities ahead.

Congratulations on this well-deserved promotion!

Best regards,

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