

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Promotion Notification

I am pleased to inform you that you have been promoted to [New Position] effective [Effective Date]. This decision reflects your hard work, dedication, and contributions to [Company/Department].

In your new role, you will be responsible for [Brief Description of New Responsibilities]. Your leadership and skills will be pivotal in driving our objectives forward.

Please feel free to reach out if you have any questions regarding your new position or responsibilities.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]