

Promotion Acknowledgement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgement of Your Promotion

Dear [Employee's Name],

Congratulations on your well-deserved promotion to [New Position Title]! This milestone is a testament to your hard work, dedication, and the significant contributions you have made to our team.

We appreciate your commitment and are excited to see how you will leverage your skills in this new role. Your leadership and vision will be invaluable as we move forward.

Thank you for your continued efforts and for being an integral part of our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]