

[Your Company Name]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Promotion and Transition Details

Dear [Employee's Name],

We are pleased to inform you that you have been promoted to [New Position] effective [Effective Date]. Your hard work and dedication have not gone unnoticed, and we believe you are well deserving of this advancement.

As part of this transition, your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your new salary will be [New Salary], and you will be reporting to [Supervisor's Name] going forward. Please be prepared for a meeting on [Meeting Date] to discuss your new role in detail and how we can ensure a smooth transition.

Congratulations on your well-deserved promotion! We look forward to your contributions in your new position and are excited to see you thrive.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]