

# Employee Promotion Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Promotion Update

Dear [Employee's Name],

We are pleased to announce your promotion to [New Position Title] effective [Effective Date]. Your hard work and dedication have significantly contributed to the success of our team, and this promotion reflects our recognition of your achievements.

As [New Position Title], you will now be responsible for [briefly describe new responsibilities]. We are confident that you will excel in this role and continue to make valuable contributions to our organization.

Congratulations on this well-deserved promotion! We look forward to your continued success with us.

Best regards,

[Your Name]

[Your Position]

[Company Name]