

Promotion Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Promotion Notification

Dear [Employee's Name],

We are pleased to inform you that, after careful consideration, you have been promoted to the position of [New Position] effective [Effective Date]. Your hard work, dedication, and contributions to our team have not gone unnoticed, and we are excited to see you take on this new role.

Your responsibilities in this new position will include:

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

As part of your promotion, your new salary will be [New Salary] per annum. Additionally, you will be eligible for [other benefits, if applicable].

We look forward to your continued success and contributions in your new role. Please feel free to reach out if you have any questions or need further information.

Congratulations on your well-deserved promotion!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]