

Promotion Notification

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that, effective [Effective Date], you have been promoted to the position of [New Position Title] in recognition of your hard work, dedication, and contributions to [Company Name].

Your new responsibilities will include:

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

Your new salary will be [New Salary] per [month/year], and a revised benefits package will be provided under your new position.

We are confident that you will continue to excel in your new role and contribute to the success of [Company Name].

Congratulations on this well-deserved promotion!

Sincerely,

[Your Name]

[Your Position]

[Company Name]