

# Internal Promotion Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Promotion Notification

Dear [Employee's Name],

We are pleased to inform you that you have been promoted to the position of [New Position] effective [Effective Date]. This promotion is a testament to your hard work, dedication, and the significant contributions you have made to our team.

Your new responsibilities will include [List Key Responsibilities]. We are confident that you will excel in your new role and continue to add value to our organization.

Thank you for your continued commitment and performance. Please feel free to reach out if you have any questions regarding your new role or responsibilities.

Congratulations on your well-deserved promotion!

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]