

Official Promotion Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

Your new responsibilities will include [briefly outline new responsibilities]. We are confident that you will excel in this new role and continue to contribute positively to our team.

Your new salary will be [Insert New Salary], and you will continue to receive the same benefits as before. Please review the accompanying documents for further details about your promotion and new responsibilities.

Congratulations on your well-deserved promotion! We look forward to your continued success at [Company Name].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]