

# Promotion Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Congratulations on Your Promotion!

Dear [Employee's Name],

We are thrilled to announce your promotion to [New Position] effective [Promotion Date]. This achievement is a result of your hard work, dedication, and outstanding performance in your previous role as [Previous Position].

Your contributions to our team have been invaluable, and we are excited to see how you will continue to excel in this new capacity. Your leadership and expertise will be instrumental in driving our projects forward.

Please join us for a small celebration on [Celebration Date] at [Location/Time], where we will formally recognize your accomplishments.

Congratulations once again on this well-deserved recognition. We look forward to your continued success!

Sincerely,  
[Manager's Name]  
[Manager's Title]