

# Employee Recognition and Promotion

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Congratulations on Your Promotion!

Dear [Employee Name],

I am pleased to inform you that due to your exceptional performance and contributions to our team, you have been promoted to the position of [New Position]. This promotion is a testament to your hard work, dedication, and the positive impact you have made within our organization.

Your new responsibilities will include [List New Responsibilities]. We are confident that you will excel in this role and continue to drive our team's success.

Thank you for your continued commitment to excellence. We are excited to see you take on this new challenge!

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]