

# Personnel Promotion Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your 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 decision reflects your outstanding contributions and dedication to our team.

Your new responsibilities will include:

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

We believe that you will continue to excel in your new role and help drive our organization towards greater success. Your new salary will be [New Salary], which will be effective from [Salary Effective Date].

Congratulations on your well-deserved promotion!

Sincerely,

[Your Name]

[Your Title]

[Company Name]