

Congratulations on Your Promotion!

Dear [Employee Name],

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

Your new responsibilities will include:

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

We believe that you will excel in this new role and continue to contribute positively to our organization.

Once again, congratulations on your well-deserved promotion!

Best Regards,
[Your Name]
[Your Position]
[Company Name]