

# Promotion Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Promotion Notification

Dear [Employee Name],

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

In your new role, you will be responsible for [Brief Description of New Responsibilities]. We are confident that you will excel and continue to be a valuable asset to our organization.

Please feel free to reach out to me if you have any questions regarding your new position or responsibilities.

Congratulations on your well-deserved promotion!

Sincerely,

[Your Name]

[Your Position]

[Company Name]