

Job Promotion Notification

Date: [Insert Date]

Dear [Employee's Name],

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

Your new role will involve [brief description of new responsibilities]. We are confident that you will excel in this position and continue to drive our company forward.

Congratulations on this well-deserved promotion! We look forward to your continued success in this new role.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]