

Letter of Recognition

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Recognition of Your Promotion

Dear [Employee Name],

It is with great pleasure that we recognize your promotion to [New Position] effective [Effective Date]. Your dedication, hard work, and commitment to excellence have not gone unnoticed.

Your contributions to [Specific Contributions or Projects] have significantly impacted our team and organization, and we are confident that you will continue to excel in your new role.

Congratulations on this well-deserved recognition. We look forward to seeing your continued growth and success.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]