

Employee Recognition and Promotion

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Current Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to announce that due to your exceptional performance and dedication to your role, you have been promoted to [New Position] effective [Effective Date].

Your contribution to [specific project or achievement] has significantly impacted our team and the overall success of the company. We appreciate your hard work and commitment.

As you step into your new role, we look forward to seeing how your leadership skills will further drive our mission and goals.

Congratulations on this well-deserved recognition! Should you have any questions regarding your new responsibilities, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]