

Letter of Acknowledgment for Promotion

Date: _____

Employee Name: _____

Employee Address: _____

City, State, Zip Code: _____

Dear [Employee Name],

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

As [New Position], you will be responsible for [brief description of new responsibilities]. We are confident that you will excel in this new role and continue to drive the success of our organization.

Your new salary will be [New Salary], and you will continue to enjoy the benefits associated with your position, which include [list of benefits].

Congratulations on this well-deserved promotion. We look forward to your continued success in your new role. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]