

Internal Job Promotion Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Promotion Notification

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 is a result of your hard work, dedication, and significant contributions to our team.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

You will also receive a salary adjustment of [New Salary] effective from [Adjustment Date]. Please review the attached document for more details regarding your new role and benefits.

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

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]