

Job Promotion Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are pleased to formally acknowledge your promotion to the position of [New Position] effective [Effective Date]. This decision reflects your dedication, hard work, and the valuable contributions you have made to [Company Name].

Your new responsibilities will include [briefly describe new responsibilities]. We are confident that you will excel in this role and continue to inspire those around you.

Congratulations on this well-deserved recognition. We look forward to your continued success at [Company Name].

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]