

Congratulations on Your Promotion!

Dear [Employee's Name],

We are thrilled to inform you that you have been promoted to the position of [New Position Title]. This decision reflects your hard work, dedication, and outstanding contributions to [Company/Organization Name].

Your leadership skills and commitment have not gone unnoticed, and we are excited to see the impact you will make in your new role.

Congratulations on this well-deserved achievement! We look forward to seeing your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]