

Promotion Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Job Promotion Announcement

Dear [Employee's Name],

We are pleased to inform you that, effective [Promotion Date], you have been promoted to the position of [New Job Title]. This decision is a reflection of your hard work, dedication, and significant contributions to the team.

In your new role, you will be responsible for [briefly outline new job responsibilities]. Your new salary will be [new salary amount] per [year/month].

We believe that you will thrive in this position and continue to drive success for our team and organization.

Congratulations on your well-deserved promotion!

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]