

# Interoffice Memo

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 effective [Effective Date], you have been promoted to the position of [New Position Title]. This decision reflects your hard work, dedication, and the exceptional contributions you have made to [Restaurant Name].

Your new responsibilities will include:

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

Your new salary will be [New Salary], along with [any additional benefits, if applicable].

We are excited to see you take on this new role and continue to grow with our team. Please feel free to reach out if you have any questions.

Congratulations!

Sincerely,

[Manager's Name]

[Manager's Title]

[Restaurant Name]