

Immediate Time-Limited Promotion

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Congratulations on Your Time-Limited Promotion

Dear [Employee Name],

We are pleased to inform you that you have been granted an immediate promotion to the position of [New Position]. This promotion is effective from [Effective Date] and will remain in place until [End Date].

In this new role, you will be responsible for [briefly outline new responsibilities]. Your demonstrated skills and dedication make you a perfect fit for this position.

Your new salary will be [New Salary], and you will also be eligible for [any additional benefits or bonuses].

We are confident that you will excel in this role and contribute significantly to our team's success.

Congratulations once again on this achievement!

Sincerely,

[Manager's Name]

[Title]

[Company Name]